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TITLE:**Ethiopia's Amhara National Regional State (ANRS) implementation of agricultural research, extension, and pilot watershed management activities and micro-enterprise development activities.**

You are invited to submit a proposal/bid in accordance with the requirements of the following Solicitation:

[X] Request for Proposal, [] Invitation for Bid.

Proposals/Bids must be received by the Government no later than the local time on the Due Date stated in the table below. Potential offerors/bidders are asked to complete and submit a proposal/bid intent form .

See Section L (Section C if SF 1449 is used) for proposal/bid instructions .

ALL AMENDMENTS TO THIS SOLICITATION WILL BE MADE AVAILABLE THROUGH GOVERNMENT HOMEPAGE AT <http://www.usaid.gov>.

IT IS THE OFFEROR'S RESPONSIBILITY TO CHECK THIS SITE PERIODICALLY FOR OFFICIAL UPDATES/AMENDMENTS TO THE SOLICITATION.

Solicitation Number	663-02-002
Issue Date:	12/03/2001
Due Date:	01/15/2002
Time:	5:00 p.m. local time
Program Office:	ANR
Contracting Officer:	CAROLYN BLEDSOE
Contract Point: Phone: Fax: E-Mail:	TEAME GEBRETSADIK 251-1-510 088 251-1-531 901 ttsadik@usaid.gov
Set Aside:	Title XII

PERTINENT TECHNICAL SECTIONS OF SOLICITATION

Offerors are encouraged to read the entire Solicitation by scrolling downward. The Solicitation includes all pertinent technical sections imbedded in the document as well as the terms, conditions and instructions required for submitting a proposal.

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF PAGE(S)
2. CONTRACT NO.	3. SOLICITATION NO. 663-02-002	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 12/03/2001	6. REQUISITION/PURCHASE NO.
7. ISSUED BY Contracts Office USIAD Ethiopia 2030 Addis Ababa Place, Washington, D.C. 20521-2030		8. ADDRESS OFFER TO (If other than Item 7) Contracts Office, USAID Ethiopia Riverside Building Off Haile Gebre Sellassie Road, Addis Ababa, Ethiopia			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until **____ (hour) ____ (date) _____**, _____. CAUTION LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Teame Gebre Tsadik	B. TELEPHONE NO. (NO COLLECT CALLS)			C. E-MAIL ADDRESS ttsadik@usaid.gov
		Intl CODE 251-1-	NUMBER 510 088	EXT. 243	

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<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICE/COST		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT		<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE		<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE					
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA		<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS		<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS (%) %	20 CALENDAR DAYS (%) %	30 CALENDAR DAYS (%) %	CALENDAR DAYS (%) %
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF Contracting Officer (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT: Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 PURPOSE

The purpose of this contract is to obtain the services of a qualified organization (hereinafter referred to as the "contractor") in technical assistance and management support to help Ethiopia's Amhara National Regional State (ANRS) implement its regional food security program under the RHPP SO. This contract specifically supports the implementation of agricultural research, extension, and pilot watershed management activities (Part 1) and micro-enterprise development activities (Part 2).

B.2 CONTRACT TYPE AND CONTRACT SERVICES

This is a Cost Reimbursement-No Fee completion contract. For the consideration set forth below, the Contractor shall provide the deliverables or outputs described in Section F in accordance with the performance standards specified in Section E.

B.3 INDIRECT COSTS (DEC 1997)

Pending establishment of revised provisional or final indirect cost rates, allowable indirect costs shall be reimbursed on the basis of the following negotiated provisional or predetermined rates and the appropriate bases:

Description	Rate	Base	Type	Period
		1/	1/	1/
		2/	2/	2/

1/Base of Application:

Type of Rate: Predetermined

Period:

2/Base of Application:

Type of Rate: Predetermined

Period:

B.4 COST REIMBURSABLE

The U.S. dollar costs allowable shall be limited to reasonable, allocable and necessary costs determined in accordance with FAR 52.216-7, Allowable Cost and Payment, FAR 52.216-8, Fixed Fee, if applicable, and AIDAR 752.7003, Documentation for Payment.

B.5 PRICE SCHEDULETotal Estimated Costs

Part 1

Part 2

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

Acronyms for this statement of work may be found in Attachment J5.

C.1 STATEMENT OF WORK

I. BACKGROUND:

Ethiopia was basically food self-sufficient in cereal production throughout the 1970s, but has been unable to meet its food needs since the severe drought in 1984. Approximately 85% of Ethiopians derive their livelihood directly from agriculture, but a recent Food and Agricultural Organization/World Food Program report estimates that over 40% of the country's rural households do not produce enough food or income to meet basic nutritional needs. Although poverty is one of the defining characteristics of food insecurity, it is exacerbated by inefficient agricultural practices, declining soil fertility, recurrent drought, poor water conservation practices, insufficient access to land, insecure land tenure, and limited non- and off-farm income opportunities. Information on a per-capita food consumption suggests that it averages between 1.9 and 2.0 kilocalories per day during harvest season, falling to between 1.7 and 1.8 kilocalories per day prior to harvest. A recent joint donor-government assessment of food security concluded that nutritional standards have been falling steadily over the past 15 years.

Alleviating food insecurity is a top priority for the Government of the Federal Democratic Republic of Ethiopia (GFDRE). The GFDRE has developed a national food security strategy consisting of three elements: (1) increased agricultural production and productivity; (2) increased rural household incomes; and (3) strengthened capacity to manage emergency situations. Recognizing that food security is both a national and a local problem, the Federal government has committed itself to providing financial, technical and other kinds of support for the development and implementation of strategies by regional governments. In this context the GFDRE has requested USAID assistance to implement its food security program.

USAID/Ethiopia's Rural Household Production and Productivity Increased Strategic Objective (RHPP SO) directly addresses food security, and constitutes the overall framework within which we will assist the GFRDE in implementing its food security program. RHPP SO activities will seek to increase national agricultural market integration and competition, improve agricultural practices, and increase rural household income opportunities in arid and semi-arid zones. The focus on rural households is deliberate in order to include specific activities to address women's issues and roles. At the regional level, RHPP SO activities will focus on a subset of the 47 chronically food insecure districts of the Amhara National Regional State, with an emphasis on carefully designed entry (pilot) activities which can be expanded based on results. Lessons-learned in adaptive agricultural research, participatory extension, watershed management and micro-enterprise development activities in Amhara will be shared with counterparts, NGOs, and others. Research results will be disseminated through the national agricultural research system.

A. Amhara National Regional State (ANRS)

The ANRS is one of Ethiopia's eleven autonomous regional states to which the Federal government has devolved authority for technical and administrative matters. The ANRS covers an area of over 170,000 square kilometers, with an estimated population of 16 million inhabitants. The ANRS has 10 administrative zones and 105 administrative districts (woredas) in altitudes ranging from 600 meters above sea level (masl) on the eastern edge to over 4,600 masl in the northwest. Rainfall varies from 600 mm to 1,000 mm during two rainfall

periods. A little over 50% of the total area of the ANRS is considered potentially arable for agricultural production.

The vast majority of the ANRS population is made up of the rural poor, estimated at nearly 90% of the total population. The ANRS economy depends heavily on the agriculture sector, which is characterized by low productivity and small subsistence farms which average between 0.60 and 1.0 hectares. The predominant food crops produced in the ANRS are wheat, barley, teff, sorghum, corn, millet, potatoes, and pulses. Cash crops produced in the region include oil seeds and cotton. There is also a significant livestock population in the region, and husbandry practices are totally integrated within the cropping system. Food security is a major concern in the ANRS, with 47 of the 105 woredas, classified as food insecure. Of the estimated 6 million people in the woredas, approximately 40% are classified as chronically food insecure, lacking the means to produce or purchase sufficient food in normal years. In addition, transitory food insecurity as a result of periodic production shocks further complicates the situation. This is reflected in the fact that over 57% of the children under the age of five in the ANRS are stunted. In the food insecure areas this can exceed 70%. In addition to poor nutrition, health is further compromised by lack of potable water, and physical stress due to labor-intensive agricultural practices.

The 47 food insecure woredas are located in the eastern one-third of the Region, and are the target area for the ANRS Regional Food Security Program. That program, elements of which the RHPP SO specifically supports, targets these areas for investments to improve household production and productivity and break the cycle of poverty.

B. ANRS Administrative/Technical Institutions

Food Security Program Coordination Office (FSPCO): The FSPCO is mandated to oversee implementation of ANRS food security program. While the principal function of the FSPCO is coordination, it is also responsible for ensuring that various technical agency activities and programs contribute to the following objectives:

- increasing the amount of land under cultivation;
- improving the supply and distribution of agricultural inputs;
- expanding extension systems;
- strengthening the regional agricultural research systems and reducing post-harvest losses;
- rehabilitating and conserving the natural resource base; and
- diversifying rural household income and employment opportunities.

The FSPCO represents the Regional Council on and chairs the Regional Implementation Team (RIT), which is responsible for oversight and coordination of the USAID support program in the ANRS. At the regional level it is the FSPCO which has authority and the responsibility for making decisions regarding activity implementation.

Bureau of Agriculture (BoA): The Bureau of Agriculture is by far the largest technical office in ANRS, with approximately 12,000 employees, six departments (planning and training service, audit service, technical programs, public relations service, legal service, and administration and finance), and twenty nine sub-divisions. The BoA's annual budget is approximately US\$1.8 million per year.

All BoA departments are expected to support activities in the Agricultural Research/Extension/Watershed Management Support Program. However, the bulk of technical activities will be managed within the Department of Technical Programs headed by the Deputy Director. Ten zonal departments of agriculture and

105 woreda offices take direction from the Deputy Director. The Extension Department has six teams that address technical subjects and communications. These are the crop department, livestock resource development, natural resource development, extension communications, coffee/vegetable/fruits, and input/credit services. Seven technical centers service the 105 woredas including the Protection and Regulatory Department, which manages five teams in the areas of land use planning, crop protection, environment, animal health, and production and quality maintenance.

The BoA, working in coordination with the FSPCO, has the principal technical leadership role for carrying out the USAID-supported extension and integrated watershed (micro-catchment) management activities in the region, as further described in this Scope of Work (SOW). Many of these activities are both technically and organizationally linked. The BoA will also play a prominent role in leadership and technical direction regarding implementation of the newly issued land-use and land administration proclamations.

Amhara Agricultural Research Institute (ARARI): ARARI was established in 2000 to coordinate research among the principal agricultural research stations, sub-stations, rural technology centers, and the Ethiopia Agricultural Research Organization (EARO). ARARI's Director reports to a Board of Governors, which in turn reports directly to the regional council. ARARI's principal mandate is to insure that research activities conform with and contribute to the region's food security strategy. ARARI is also responsible for coordination with national and international research centers operating in the region, and with other donors.

Amhara Credit and Savings Institution (ACSI): ACSI is by far the largest micro-finance institution in the ANRS. It began operations in 1997 with the goal of providing micro-finance services to households in all 105 woredas of the region. ACSI currently has 15 branch offices, 164 sub-branches and is operating in 104 woredas of the ANRS. ACSI has 193,000 active clients, of which 40% are women. ACSI's active loan portfolio is approximately \$10 million, with an average loan size of \$120. It is also holding savings deposits of approximately \$6 million.

ACSI's overall objectives are to:

- increase savings and investment;
- enhance and strengthen the capacity of the institution;
- promote off-farm income generation; and
- provide advice to women in the allocation of financial resources.

ACSI has developed several approaches with their clients to build on early success. These include:

- stressing participation at all levels;
- focussing on gender (women-owned enterprises and investments);
- promoting thriftiness in savings, loan disbursement, and collection;
- promoting sustainable programs;
- operating cost effective programs; and
- monitoring and evaluating activities on a frequent basis.

ACSI has been seeking to increase the operational efficiency of its operations by developing a modern management information system and improving the operational effectiveness of management and staff. ACSI is presently the major source of rural finances in the region, and expects to continue expanding its operations to further increase access to financial services for economically disadvantaged rural households, particularly in the food insecure woredas. To accomplish these objectives, ACSI is working to improve institutional capacity so that managers, personnel, experts, micro-finance operators and clients have a better understanding of their roles, responsibilities and rights in the process of developing businesses for off-farm income employment/generation.

Regional Micro and Small Enterprises Development Agency (REMSEDA): REMSEDA was created by ANRS Proclamation No. 42/1999. REMSEDA appointed its first General Manager in December 2000, and began operations in mid-January 2001. REMSEDA currently employs 10 professional agents and support staff, and is headquartered in Bahir Dar. REMSEDA has two major functions:

- facilitate conditions by which micro and small enterprises can receive necessary support and assistance; and
- coordinate and encourage supporting institutions for micro and small enterprise development.

Over the next five years REMSEDA seeks to:

- create awareness on the role of micro- and small enterprises (MSEs) in economic development;
- conduct needs assessments for training, finance, marketing, infrastructure, and facilities;
- identify supporting institution physical infrastructure and capacity within the region;
- create an enabling legal framework such that laws will be enacted to support institutional arrangements, inter-linkage promotion, and cooperative promotion;
- streamline regulatory conditions by assessing: (1) existing and proposed legislation and regulations regarding tax payments, registration, licensing, and tendering procedures for small enterprises; and (2) constraints inherent in the present competitive structure, such as the settlement of MSE claims and disputes by the courts;
- facilitate the provision of financial resources to support and strengthen the links between MSEs and existing financial institutions;
- encourage the growth of MSEs by providing incentives such as tax exemptions;
- encourage partnerships with private sector institutions and NGOs (domestic, foreign).
- promote training programs in entrepreneurial skills, and business management;
- provide technology, market information, sources of inputs and other relevant information through the development of information centers at the woreda level;
- facilitate and implement measures to ease MSE marketing problems; and
- facilitate the creation of physical infrastructure to support MSE development in the region.

Disaster Prevention and Preparedness Bureau (DPPB): The DPPB is the regional arm of the Disaster Prevention and Preparedness Commission (DPPC), which was established in August of 1995 under Proclamation 10/1995. The objectives of DPPC are to:

- prevent disasters by removing the basic causes thereof;
- build the capacity necessary to alleviate the extent of damage caused by disasters; and
- ensure the timely arrival of assistance to victims of disasters.

The DPPB is responsible for the oversight and management of activities to achieve these objectives at the regional level. In addition, the regional DPPB is responsible for coordinating initial review of private voluntary organization (PVO) program proposals, and for monitoring and evaluating PVO program performance in collaboration with line Bureaus.

C. The Strategic Objective

USAID support for the ANRS Food Security Program falls within the Mission's **Strategic Objective 7: Rural Household Production and Productivity Increased (RHPP SO)**. The RHPP SO includes five Intermediate Results (IRs): (1) Integration of food, livestock and factor markets increased; (2) Competition in agricultural

input and output markets increased; (3) Rural household cash income increased/diversified; (4) Food, agriculture and environmental research systems in target areas strengthened; and (5) Dissemination of food, agriculture and environmental technology information in target areas improved.

Specifically, RHPP SO IRs 3, 4 and 5 will support achievement of the ANRS regional food security program through activities concentrated on micro-enterprise development; adaptive, demand-driven food, agriculture and environmental research; and a participatory approach to dissemination of technology information, natural resource conservation, and environmental rehabilitation. **A shift in the existing research and extension paradigm is essential to the success of the program, since it is clear that the core problems which contribute to chronic food insecurity cannot be addressed by traditional top-down approaches. Therefore, the RHPP SO seeks to empower professionals at all levels to try innovative approaches and take risks, and households and communities to take responsibility for resolving their problems by making informed choices based on the alternatives available.**

This Contract is the primary vehicle for supporting implementation of activities within IRs 3, 4, and 5, which are briefly described below. Further detail on the Intermediate Results is contained in the ISP. The implementation of IRs 4 and 5 will be supported as described in Part 1 of the scope of work. Implementation of IR 3 will be supported as described in Part 2 of the scope of work.

IR3: Rural household cash income increased/diversified: Most rural households derive the majority of their income from the consumption and sale of food crops. However, rural households in marginal areas with inadequate landholdings are particularly hard pressed to meet cash and nutritional requirements from crop production and must rely upon other sources of income to improve their food security. For these families increased income from cash crop, food processing, implement manufacturing, petty commerce and other micro-enterprise activities, and off-farm employment are essential to increase incomes and improve food security. Agricultural research activities and other sources are expected to generate food processing, agricultural implement manufacturing, labor saving (especially for women), and other agricultural-related opportunities which may provide income-generating possibilities for these households. These new product ideas, processes and opportunities will be disseminated through the agricultural extension system and other appropriate channels. However, rural household adoption of income-generating alternatives requires expanded access to improved technologies (including new products or processes), output markets, financial services and entrepreneurial skills.

IR4: Food, agricultural and environmental research systems in target areas strengthened: Ethiopia has a well-established national agricultural research system under the overall direction of the Ethiopian Agricultural Research Organization (EARO). However, there is a critical need to support applied food, agriculture, environment, and related natural resources management research at the regional level and below. In addition, the historical top-down approach used by the research and extension system to develop technologies on station and disseminate them as technical packages to farmers has not been effective in promoting farmer adoption of improved technologies in the food insecure areas. Therefore, the active participation of farmers and rural communities in identifying problems, demonstrating and evaluating alternative technologies, and on-farm trials as adaptive research approaches to test possible solutions is needed to support and facilitate technology adoption.

IR5: Dissemination of food, agriculture and environmental technology information in target areas improved: Although Development Agents (extension agents) have reasonable access to the farming population in the ANRS, the scarcity of improved and adapted technologies appropriate for food insecure areas has limited farmer adoption and extension impact. Sustainable impact has also been limited by the traditional approach of promoting improved agricultural production technologies (for high potential areas) to men while neglecting the promotion of improved household technologies related to food and nutrition that are of more interest to women. Therefore, the extension system must be reformed to respond to the needs and demands of the entire household, with an emphasis on participatory methodologies.

D. Critical Social Concerns and Cross-Cutting Themes

Apart from promoting adaptive research, extension information dissemination, income diversification, and natural resources management and environmental rehabilitation in selected zones and woredas of the regional state, the RHPP support program is designed to address critical social concerns at the community level. The social concerns and cross-cutting issues of great concern to USAID/Ethiopia include, but are not limited to the following:

HIV/AIDS: Estimates indicate that over 7% of Ethiopia's adult population between the ages of 15-49 are HIV positive. The problem of HIV/AIDS is currently expanding throughout the country, although selected regional states closely associated with the port and transport operations, as well as those with major military presence are of relatively greater concern. Ethiopia has recently developed strategies and is now mobilizing resources to address the problem of HIV/AIDS nationally.

In recognition of the potential impact of HIV/AIDS on efforts to increase rural household food security, the program will make use of the extension information dissemination process to provide information on HIV/AIDS as well as family planning to rural households in general, and the selected pilot extension, watershed (micro-catchment) management, and the food aid (relief-to-development) woredas in particular. The program will also actively seek to involve Development Agents (DAs) and Home Agents (HAs) in the delivery of appropriate messages on HIV/AIDS and related issues.

Nutrition: The 2000 Demographic and Health Survey reported that 52% of children under the age of five in rural areas are stunted. Addressing nutritional problems requires the collaboration of multi-sectoral offices and departments with regard to information/education, supplementation and access to resources. However, issues related household income, access to food, diversification of agricultural production, and food preparation and utilization are critical.

USAID/Ethiopia recognizes that income, increased production, introduction of diverse products and food processing and utilization have a great impact on the nutritional status of households in general, and children in particular. Therefore, the program will support use of the research and extension systems to encourage diversification of food production and diet (fruits, vegetables and animal products) at the household level, and to introduce improved and more effective food processing and utilization methods.

Gender: In Ethiopia, the word *farmer* is culturally associated with men. As a result, extension services have traditionally addressed agricultural issues in the context of male activities and operations. However, women are actively involved in agricultural activities, and are responsible for all activities around the homestead, management of small ruminants and poultry, and food processing and utilization. Therefore, the RHPP SO uses the word *household* to specifically include the need to recognize role of women and address their concerns and problems. In line with this, the technology development and information dissemination process will address issues related to home gardening, food processing, food utilization, energy saving devices, etc. in order to relieve women from other time consuming duties and responsibilities.

Mitigation: The drought-affected areas of the ANRS are the most food insecure. The survival of the majority of households in the drought-affected woredas during the past 20 years has been highly dependent on the provision of food aid. Therefore, the program includes a pilot activity in two woredas to bring sustainable change through the programming of non-emergency food aid for a three-year period, as well as the integration of Title II cooperating sponsor activities and development resources. These efforts will help mitigate the effects of disaster by providing resources and opportunities to design sustainable programs, build assets at the household

level, and provide public work opportunities in the event of a complete failure of crops and/or production activities.

Capacity Building: A major component of the RHPP SO is building the human and institutional capacity needed to address food security issues. The program will support training for agricultural personnel in essential disciplines related to adaptive agricultural research, extension, natural resources management and micro-enterprise development. ANRS support will also include skill building for individual members of households or groups from the community so that they will be able to use these skills, along with market information, to establish viable micro-enterprises. The program will also be actively involved in building the capacity of key players to effectively compete in agricultural markets.

II. SCOPE OF WORK FOR PART 1 OF THE CONTRACT

Four separate, but related, activity areas will be supported under IR4 and IR5 as described above. These are: (1) ANRS adaptive research programs; (2) ANRS Extension Service training and service delivery programs; (3) watershed (micro-catchment) management activities; and (4) Title II food-aid for development and emergency relief programs to address natural resource management requirements and build rural household assets in severely degraded areas. Program activities supported under this contract embrace a pilot approach in the sense that all activities are designed as a practical entry point for potentially larger scale efforts. Activity performance will be reviewed annually by the Regional Implementation Team, and activities scaled up, modified, or eliminated based upon performance. Within this context, technical assistance, training and management support provided under the contract will focus on:

- promoting and supporting effective interaction and communication between development agents, rural households, and researchers regarding on-farm trials;
- enhancing the capacity of the extension system to develop and provide technology information and advice to rural household communities;
- utilizing participatory approaches to integrated watershed development and management;
- using food assistance to support asset building and sustainable development; and
- integrating emergency relief and food-for-development (Title II Food Aid) resources into overall development programs.

Specifically, the objectives of Part 1 of the Scope of Work are to:

- Build the capacity of ANRS researchers, research institutions, and research and rural technology development centers to conduct demand-driven applied research on low input, environmentally-sustainable technologies that can be applied immediately to food insecure areas. This approach will emphasize adaptive research on crops, cropping systems, soil fertility management, water management, environmental rehabilitation, natural resources management, animal feed, and food utilization practices.
- Build the capacity of the extension system to disseminate information on environmentally sound agriculture and natural resource management practices, and support other activities that improve the quality of life for rural households in a participatory manner.
- Build the capacity of the Bureau of Agriculture with regard to land use planning, land use policies and programs that involve community level management. Emphasis will be given to interacting with community watershed organizations to plan and implement activities in a participatory manner.

- Build the analytical, operational and management capacity of institutions within the context of reformed and strengthened research and extension services through the identification of long-term training, short-term training, in-service training, farmer demonstrations and linkages with other institutions.
- Serve as a long-term partner to the Ethiopian Agricultural Research Organization (EARO) and the Amhara Regional Agricultural Research Institute (ARARI) on all policy matters related to national and regional research strategies, food security, human resource development, employment generation and agriculture markets.

The Contractor will facilitate and provide technical, analytical and operational support for specific research, extension and community watershed development activities managed by the principal ANRS institutions located in Bahir Dar: the Food Security Program Coordination Office (FSPCO), the Amhara Regional Agricultural Research Institute (ARARI), and the Bureau of Agriculture (BoA).

A. IR4: Food, agricultural and environmental research systems in target areas strengthened.

Under IR4, the Contractor will help build the capacity of Amhara Regional Agricultural Research Institute (ARARI) to develop sustainable, integrated natural resources management and environmental rehabilitation aspects in all research programs related to crop and animal production, storage, processing, appropriate and other non-farm enterprise technologies. Such issues as watershed management, environmental rehabilitation, sustainable natural resource use, and maintaining bio-diversity will also be addressed.

Agricultural research activities in the ANRS will be directed by the ARARI. ARARI will coordinate its research program at the national and international level through EARO. USAID-funded research activities in the ANRS will be managed through three regional research centers (Adet, Sirinka, and Sheno) in collaboration with other main technology centers and sub-centers. The major objectives of the research activities are to improve production and productivity through the development and introduction of new technologies that may be adapted to various growing conditions within varying altitudes in the ANRS. A second but equally important objective is to strengthen human and institutional capacity to sustain the participatory approach to agricultural research. The heart of both the research and extensions program is predicated on facilitating rural household participation. Activities undertaken will have a high degree of transaction cost and flexibility, and will demand continuous interaction with households, genuineness to learn with them, and sensitivity to their conditions.

Participatory research provides a means for households to express demand and exercise choice. However, it requires clearly articulated institutional arrangements, definitions of the roles and responsibilities of stakeholders and implementers, improved information flows, and strengthened linkages between research and extension. The innovative introduction of participatory approaches into existing research methodology will serve as the basis for developing models that can be applied in other woredas, zones, and regions of Ethiopia.

The Contractor will:

- promote and support effective interaction between researchers, extension agents and rural households that reflects a household/farmer driven agenda;
- help design and implement applied research plans at up to 17 testing sites and a network of farmer-managed sites to address household and/or community demand and promote results to target beneficiaries;
- provide financial and operational support to carry out rural household demand driven research activities; and
- integrate, wherever possible, community natural resources management and environmental rehabilitation activities.

The overall objective of the research assistance is to build capacity in ARARI to carry out its adaptive research programs. ARARI has adopted an adaptive participatory approach to increase research efficiency and benefits

to households while addressing the major risks or constraints such as drought, frost, pests, price fluctuations, and input availability. However, that approach needs to be further strengthened and institutionalized. The principal cereal crops (teff, wheat, barley, maize, sorghum) in the region have been targeted, with an emphasis on immediate implementation and early results. Adaptive research trials are being carried out by ARARI at five sites during the 2001 agricultural season, and preliminary results and information will be available upon arrival of the Contractor for review and inclusion in annual work plans. Priority activity areas are described as follows:

1. **Increased Research Efficiency:** Short-term in-service training and long-term academic training programs are the primary means of building staff capability. However, the absence of researchers for training and education could create critical short-term personnel shortages and must be factored into research plans to preclude disruptions of adaptive research and technology adoption by farmers. A minimum of ten researchers will be targeted for M.Sc.-level training, and up to five researchers may be trained to the Ph.D. level, depending upon fund availability. All training and in-field research will be directed towards problem solving at the level of producers in Ethiopia. Classroom training will be conducted in Ethiopia, with degrees jointly awarded by collaborating U.S. and Ethiopian universities. Degree training must be staged to coincide with research activities.
2. **Modernization of computerized information retrieval and communication systems:** Improved access to information from multiple sources will be through web-site connection and inter-connections with ongoing contacts in national (Ethiopian Agriculture Research Organization (EARO) and the International Agricultural Research Centers (IARCs), dealing with the research and development of appropriate agricultural technology that will benefit researchers similar to hard copy libraries.
3. **Modernization of Research Laboratories:** The principal research centers and sub-centers in Amhara must have adequate equipment and supplies to support design, implementation, and monitoring of applied research. The Contractor will assess requirements and recommend additional equipment to be purchased to meet these needs.
4. **Systematic, geo-referenced biophysical and socio-economic characterization of Amhara:** This activity will be developed in partnership with ARARI, the Bureau of Agriculture and the Contractor. The principal aim is to match the biological requirements for crops and livestock products and practices to the resource characteristics of households and the physical attributes of their land. Recent studies in land use and land cover in other countries aided by declassified aerial photography can be used as examples for this activity. The activity will be managed in collaboration with the extension service as part of land use modules to be developed in the watershed management program.

B. IR5: Dissemination of food, agriculture and environmental technology information in target areas improved.

Three separate, but related, activities will be coordinated through the ANRS extension service under IR5. These are: (1) ANRS Extension Service training and service delivery programs; (2) watershed management, including pilot integrated micro-catchment management activities; and (3) Title II food-aid for development to address natural resource management requirements and build the assets of rural households in severely degraded areas.

In collaboration with ANRS institutions, the Contractor will:

- develop and help implement an in-service training to upgrade the skills of development agents (DA) and supervisors;
- upgrade the academic qualifications of extension personnel;
- develop appropriate curricula for development agent training;
- develop extension materials and programs for use by development agents in disseminating technology information to rural households;
- develop curricula and design a training program to support establishment of the Home Agent program, which will use female development agents to disseminate information on post-harvest management, food processing, nutrition and diet, income generation, laborsaving tools, and family planning to women;
- support the practical application of improved extension methodologies by the extension service and Title II Cooperating Sponsors;
- help establish institutional capacity to manage integrated watershed management, planning and development at all levels;
- support implementation of pilot integrated watershed (micro-catchment) management activities to test and refine participatory approaches to community planning, design, and implementation; and
- support implementation a pilot approach programming emergency food assistance for development purposes.

The Contractor will provide technical assistance, oversight and management support for the following activity areas:

1. Extension Program: Extension activities will be implemented in collaboration with research, watershed management, and limited micro-enterprise objectives. The underlying principal is to build the capacity of BoA extension personnel to effectively disseminate technology information to rural households using participatory methodologies to enable informed choice. These include:

- a. Upgrade the Skills of Development Agents: The Contractor will assist in the redesign of extension curriculum as recommended by the Extension Needs Assessment, and will develop an in-service training program for recycling the Development Agents currently on board in the ANRS to build the capacity for new approaches toward participatory research and extension. Technical assistance and financial resources will also be used to improve the Development Agent (DA) training program and facilities at the Woreta Training Center. In addition, a three-month course on applied agricultural research methods is also envisioned to prepare selected Subject Matter Specialists (SMSs) to conduct applied on-farm research. The Contractor will seek to collaborate with the Swedish International Development Agency (SIDA) in the development and implementation of DA training programs at the Woreta Training center. In addition, the Contractor will provide technical support to help upgrade the training program at the Kombolcha Training Center to raise current certificate holders to the diploma level, provide short courses to DAs in dryland agriculture for the food insecure areas, and serve as a farmer training center for training in areas such as: fodder production and management, apiculture, poultry production, water harvesting, and in dryland natural resource management. The courses will be offered on a rotational basis during periods of the year when DA activities permit their absence from their areas of work.
- b. Upgrade the Skills of Subject Matter Specialists: Training programs to augment the capacity of Subject Matter Specialists (SMSs) in key research topics pertaining to adaptive crop technology, soils, forestry, and environmental management will be developed by the Contractor. The long-term objective is to develop more relevant extension materials, and establish and sustain a researcher/SMS exchange program to make research more relevant to the needs of rural households.

- c. Upgrade the Academic Qualifications of Extension Personnel: A minimum of five extension personnel will be targeted for MSc.-level training, twenty-five for BSc-level training, and forty for diploma level training. All training and in-field research will be directed towards problems solving at the level of producers in Ethiopia. All training and in-field research will be directed towards problems solving at the level of producers in Ethiopia. Classroom training will be conducted in Ethiopia, with degrees jointly awarded by collaborating U.S. and Ethiopian universities.
- d. Practical Application: Five districts (woredas) have been selected as focus areas for piloting participatory farm technology verification and demonstration activities managed by the extension service. The Contractor will assist in coordinating these activities with those carried out in the pilot integrated watershed (micro-catchment) management sites. The principal objective under this activity is to re-enforce extension information dissemination and service delivery. Approaches may include increasing the capacity at the zonal level to organize and train farmers using audio-visual vans to facilitate training in or near farmer's fields, strengthening the capacity of Home Service Agents (HSAs) to deliver services focussed on the needs of women in agriculture, bringing those needs to the attention of researchers, and designing training activities that encourage the participation of women.
- e. Home Agent Program: A Home Agent (HA) program will be re-established in the five districts to provide technical leadership and serve as a conduit of information to women on topics related to family health, food processing, nutrition, and crafts production. HAs are also expected to support local women's groups in developing a wide range of complementary laborsaving and income-generating activities (grain mills, fuel-efficient stoves, improved access to potable water, etc). The Contractor, in collaboration with the BoA will help develop the Home Service Agent Program, assist in the recruitment of agents, and design and implement a training program for new HAs. The training program will specifically seek to build and strengthen the capacity of HAs to organize women's groups, support women's participation in pilot research and technology demonstration activities, develop complementary income-generating activities, and disseminate information on subjects such as nutrition, diet and reproductive health.
- f. Farmer Training Program: Most existing farmer training programs use formal, classroom methods to teach farmers about new technologies and practices. However, this approach is very limited in terms of outreach and impact. Therefore, the Contractor will work with the BoA and extension personnel in the five pilot districts to design and test appropriate programs using informal methods to communicate technology information to households and communities.

2. Watershed Management Program: Watershed management activities will support research, extension and limited micro-enterprise objectives. The underlying principal is to engage in testing a wide range of intervention to provide the BoA and other developmental organizations with land use planning tools and proven techniques for sustainable development and rehabilitation of arid and semi-arid areas in food insecure woredas of the region. Significant resources will be committed towards achieving sustainable land use development through a series of policy and pilot technical interventions with emphasis on participatory research, extension and management practices in up to four pilot micro-catchment sites. In this context the Contractor will provide implementation and management support to three major activities:

- a. Integrated Water Development Management Team (IWDMT) Support: Establishment of a multi-disciplinary management team in the BoA to support and oversee policy reforms, pilot activities, and community development programs at the pilot micro-catchment sites is the key to broader application of the lessons learned during the pilot phase. The team must find a way to address the severe degradation problems in food deficit woredas, while seeking to change the extension paradigm to focus on participatory planning and management of pilot activities and reducing dependency on food aid.

- b. Strengthening Community Level Management: This activity will support and reinforce the organization and commitment of local organizations and associations in planning and managing activities designed to transfer assets into self-sustaining production activities and less reliance of food assistance. Under the auspices of the ANRS Cooperative Promotion Bureau (CPB), a critical number of Community Watershed Management Organizations (CWMOs) will be established in the pilot micro-catchment sites to facilitate training programs in management skills, consensus building, and business management. CWMOs are expected to serve as the body that organizes the workforce necessary to implement village-level activities and serve as the responsible structure to maintain/sustain development after outside assistance is completed. Local technical assistance will be provided through the CPB to assist in coordinating the planning and implementation of key aspects of community development programs within the watersheds.
- c. Watershed (Micro-Catchment) Planning and Development: Four pilot micro-catchment sites have been selected as learning centers where pilot community motivational activities will be identified and implemented. These activities may include such things as development of potable water points, technology demonstrations, and water retention systems. Plans are to begin implementation in two of these sites, and expand to the others based on lessons learned and results. The IWDMT will provide oversight in program development and monitoring of activities at these sites. The activities which will be supported to improve overall development and implementation of pilot micro-catchment interventions are expected to include:
 - (i) Strengthening Extension Capacity: This will consist of upgrading skills of extension personnel at the zonal and woreda level to organize and replicate new community micro-catchment management activities after the initial research phase is completed and lessons learned can be extended. Short-term technical assistance will be used to develop training modules on the specificity of technical and operational procedures in watershed management.
 - (ii) Non- and Off-farm Income Generation: In collaboration with REMSEDA and the Micro-Enterprise Development (MED) portion of the contract, pilot studies will be conducted to support the creation of income generating activities to help ensure the sustainability of programs undertaken in by CWMOs.
 - (iii) Food-for-Work and/or Cash-for-Work Programs: Through participatory planning and management activities, food-for-work and cash-for-work resources will be available to Community Based Organizations in the pilot micro-catchment areas. A contract or grant through which practical technical and financial support for such programs will be awarded separately. The Contractor will help coordinate this activity with ongoing extension programs, and provide technical assistance as needed to support implementation.

D.

E. 3. Title II Cooperating Sponsors: A key aspect of the RHPP SO is the integration of Title II Cooperating Sponsor (CS) activities to complement and support the achievement of the strategic objective. To achieve this end, ongoing Title II activities are being brought to a close at the end of calendar year (CY) 2002. Potential cooperating sponsors are currently preparing their proposed Development Activity Programs (DAPs) for the period 2003-2007, and have been advised that those proposals should be designed to support the achievement of Mission strategic objectives. In addition to Title II food aid resources, the Mission may award complementary Development Assistance (DevA) grants to support approved DAPs. In the ANRS the Mission may award several DevA grants which include extension, natural resources management, and watershed management activities.

These Title II programs are seen as essential components of the overall program. The Mission expects them to be the primary vehicles in the short term for supporting community-level participation and obtaining short-term results from extension, natural resources management, environmental rehabilitation and integrated micro-catchment activities. Therefore, the Title II Grantees must be supported and assisted to ensure that the underlying philosophy of the RHPP SO, and the change in extension paradigm, is reflected in their programs.

In order to ensure the effective integration of Title II programs with the RHPP SO program of support in the ANRS, the Contractor will:

- a. Assist the ANRS FSPCO and DPPB with overall coordination of Title II activities within the context of the Regional Implementation Team;
- b. Facilitate communication and collaboration between the CSs and ARARI to ensure that information on adaptive technologies ready for extension to the field is made available on an ongoing basis;
- c. Facilitate communication and technical collaboration between the BoA and CSs at regional, zonal and woreda level, and between CSs, to ensure effective sharing of information on successful activities and lessons learned;
- d. Assist in monitoring CS activities, and provide technical assistance to improve the effectiveness and impact of the same; and
- e. Undertake additional activities as needed to ensure the effective integration of all USAID-supported programs in support of the ANRS Regional Food Security Program.

C. Activity Coordination

In addition to coordinating with and assisting Title II CSs, there are two other Mission-funded activities which will be implemented in the ANRS, and with which the Contractor will work to ensure effective program coordination. These are as follows:

1. Relief-to-Development (R2D): This three-year pilot activity (previously called “Beyond the Merry-Go-Round”) is designed to comprehensively link relief food commodities into the development process by helping households and communities recover from shocks rather than simply survive them. The key concepts of the pilot are as follows:
 - distribution of food aid through well-planned Food-for-Work (FFW) activities;
 - FFW activities designed to rebuild the productive asset base of communities and households;
 - FFW available to all households in the event of drought to prevent asset depletion;
 - food aid will be used to guarantee risk for early adopters of new technologies, and help especially vulnerable households diversify their productive base.

These efforts are expected to build upon the Local Level Participatory Planning Approach (LLPPA) methodology which has been established and tested by the World Food Program and the BoA. The two pilots will be carried out in Gubalafto Woreda of the North Wollo Zone, and Sekota Woreda of the Wag Hamra Zone, and will be integrated with other RHPP SO activities. Each of these woredas is a target extension woreda, and each contains a site for pilot integrated watershed (micro-catchment) management activities. Although R2D implementation at the woreda level will be directly supported under a separate grant, successful integration of R2D and other program activities is critical. Therefore, the Contractor will be responsible for coordinating and cooperating with R2D implementors to ensure the effective integration of research, extension and micro-catchment activities.

2. Strengthening Emergency Response Abilities (SERA): The USAID SERA Project works with the Ethiopia's Disaster Prevention and Preparedness Commission (DPPC) to build capacity in emergency response at the national level. In the ANRS four highly vulnerable woredas are targets for the development of SERA vulnerability profiles. Where SERA woredas coincide with RHPP woredas, information from the vulnerability profiles and other SERA-generated data will be made available to the Contractor for use and dissemination as appropriate. In addition, the Contractor will be expected to facilitate communication and collaboration between SERA researchers and those supported under RHPP.

D. Degree Training

Degree training for selected ANRS professionals will be one of the principal means for building human and institutional capacity and facilitating the research/extension paradigm shift. The plan is to upgrade a minimum of 15 professionals from BSc to MSc level, a minimum of 25 professionals from Diploma to BSc level, and a minimum of 40 professionals from Certificate to Diploma level during the term of the contract. In addition, USAID/Ethiopia will consider supporting the upgrade of five professionals from MSc to PhD level in the latter stages of the contract, depending upon cost and availability of funds. The Contractor will develop an approach to carry out this training that includes the following elements:

1. Partnership with Ethiopian Institutions: The Contractor will establish a partnership relationship with Ethiopian institutions of higher education to accomplish BSc, MSc and (possibly) PhD training. This relationship may include providing instructors for special intensive classes, and the use of distance learning methodology. A basic requirement is that all students must be physically present in Ethiopia to complete requirements and receive their degrees. Diploma level training will take place at the Woreta Training Center.
2. Competitive Selection: The selection of professionals for training will be conducted in a competitive, transparent manner based on criteria to be developed by the Contractor in collaboration with the FSPCO, ARARI, and the BoA.
3. Training in Place: Degree training will be accomplished using an approach that keeps ANRS professionals on the job for at least 9 months of the year. This may include a mix of summer semester instruction and distance education. The Contractor may also propose some special short courses in other African institutions.
4. Practical Application: The training approach will include practical assignments for each participant to apply what is being learned in line with their present work responsibilities and places of assignment. These exercises will emphasize the participatory approach.
5. Research in the ANRS: MSc research and BSc senior projects which form part of the degree requirements will be expected to take place in the ANRS, with an emphasis on subjects which respond to research and extension problems in the region. Thesis defense will take place in Ethiopia.

E. Cross-Cutting Themes

HIV/AIDS: The Contractor will incorporate HIV/AIDS modules in the training programs for DAs and HAs. HIV/AIDS and family planning messages will also be incorporated into PVO/NGO extension programs, and carried out in close collaboration with the USAID/Ethiopia Health, Population and Nutrition (HPN) office and other relevant government and non-government organizations.

Nutrition: The Contractor will include instruction in human nutrition, food processing and utilization in the Home Agent training program. The Contractor will also assist in measuring and tracking nutritional status as one of the SO-level indicators for the RHPP SO.

Gender: The Contractor will advise and assist PVO/NGO technology development and information dissemination activities to help them specifically address gender concerns and relevant issues such as home gardening, food processing, food utilization, energy saving devices, etc. in order to relieve women from other time consuming duties and responsibilities.

Mitigation: The Contractor will provide technical assistance to, and monitor the impact of, activities which seek to bring sustainable change through the programming of non-emergency food aid and the integration of Title II cooperating sponsor activities and development resources.

Capacity Building: The Contractor will provide technical assistance to help build partner institutional capacity in essential disciplines related to adaptive agricultural research, extension, and natural resources management.

F. Focus Areas (woredas)

In the mid 1990s the ANRS government began the process of identifying the most food insecure and drought affected woredas in the region. The three basic variables used in this process were: (1) food balance estimates; (2) population carrying capacity; and (3) the percentage of the population dependent on food aid. The effects of drought, land holding size, land and labor productivity, availability of appropriate technologies and other support services, and employment opportunities were also considered. Several factors were identified as major constraints to food security, including the non-availability of appropriate technologies, lack of effective technology information dissemination services, environmental degradation, poor management of the natural resource base, asset depletion at the household level, and lack of other income generating activities. As a result, a total of 47 woredas in the region were categorized as food insecure and the ANRS proceeded with the design of a Regional Food Security Program to address food insecurity in these areas. This program forms the basis for USAID-supported activities in the ANRS

The ANRS Regional Food Security Program identified inefficient use of natural resources and lack of appropriate technology as the major bottlenecks to improving production and productivity, and ultimately increasing food security. Therefore, the ANRS gave first priority to the identification of representative sites for technology development (research), and improving the use and management of natural resources within the broad concept of watershed (micro-catchment) management. The identification and selection of adaptive research sites was based on the overall framework contained in the research master plan for the region, and the degree to which the sites were broadly representative of the major agro-ecological zones in the food insecure areas. Accessibility by research center staff responsible for site management was also a consideration. The identification and selection of pilot integrated watershed (micro-catchment) management sites was based on the same factors.

Preliminary site selection was completed as part of the design of the ANRS Master Research Plan prior to the design of the RHPP SO. Based on this work, the approach was described in the RHPP SO discussion of illustrative activities. During the design process the ANRS research centers and the Bureau of Agriculture also completed the background work and information collection needed to properly characterize and geo-reference the sites, and begin implementation of the research activity. In particular, the extensive preliminary work for the pilot watershed (micro-catchment) management sites was further reviewed, analyzed and refined by a USAID-financed consultancy team in June/July of CY 2000.

After signature of the new RHPP SOAG, the ANRS selected two pilot woredas for the Relief to Development (R2D) program based on nutritional surveillance information, food economy analyses, SERA vulnerability profile work, the categorization of the woreda as chronically food insecure, and zonal and woreda office commitment to the program.

Following this, pilot woredas were also selected for information dissemination (extension) and micro-enterprise development (MED) activities based on the above criteria, as well as rainfall variability, agricultural potential, availability of relevant technology information for immediate dissemination, infrastructure development, status and capacity of the extension system, past development efforts and experiences, potential transferability of results to other woredas, availability of resources, and market access. The region took great care in selecting pilot woredas for extension and MED activities in order to enhance synergy and maximize activity integration in terms of information dissemination, resource availability and market access.

Only one woreda (Kalu in South Wollo), selected for pilot MED activities, does not overlap with other activities. The selection of this site was influenced by its location near Kombolcha and Dessie, the two major towns in South Wollo. The ANRS government believes that the potential associated with these two major towns as market outlets for micro-enterprise products was a special case for selecting Kalu as a MED site.

The following table is a list of the food-insecure woredas (by zone) selected by the ANRS and USAID/Ethiopia for initial pilot efforts:

F. Target Area	<u>Research</u>	<u>Extension</u>	<u>Watershed</u>	<u>MED</u>	<u>SERA</u>	<u>R2D</u>
Wag Hamra Zone						
Sekota Woreda		X	X		X	X
Zikuala Woreda					X	
North Wollo Zone						
Kobo Woreda	X					
Gubalafto Woreda		X	X			X
Delante Dawnt Woreda	X					
South Wollo Zone						
Tehuledere Woreda		X		X		
Kalu Woreda				X		
North Shewa Zone						
Gera Keya Woreda	X					
South Gonder Zone						
Ebinat Woreda						
Lay Gaynt Woreda	X	X		X		
Simada Woreda	X					
Tach Gaynt Woreda					X	
North Gonder Zone						
Belassa Woreda		X		X		

III. SCOPE OF WORK FOR PART 2 OF THE CONTRACT

This portion of the Scope of Work is designed as the primary vehicle for supporting implementation of activities under Intermediate Result 3, as described in the Background. The objective of this portion of the contract is to support micro-enterprise development in the Amhara National Regional State. Specifically, the objective of Part 2 of the Scope of Work is to:

- Build the capacity of the Regional Micro and Small Enterprise Development Authority (REMSEDA), micro-finance institutions (MFIs), micro-enterprise development organizations, and community development organizations to increase rural household access to financial services (savings and credit), business and technical skill training, technology information, and market access to increase their income from non- and off-farm enterprise activities.

Activities and programs under this portion of the contract are expected to fall within four broad categories: (1) capacity building for micro-finance institutions; (2) business and technical skill training; (3) a pilot market demand-led development activity; and (4) rural technology generation, development and promotion. Specifically, the Contractor will facilitate and directly provide technical and analytical support for the following:

- development, pilot testing and implementation of a training program to upgrade the skill level of micro-finance practitioners;
- development and pilot testing of a training program for business and technical skills training;
- development and implementation of a strategy and plan to support rural technology development in the ANRS; and
- facilitate new market linkages using market-demand led approaches for micro-enterprise products.

These programs will be developed in collaboration with the principal ANRS institutions involved in micro-enterprise development located in Bahir Dar, Ethiopia. These are the Amhara Regional Micro and the Small Enterprises Development Agency (REMSEDA) and the Amhara Savings and Credit Institute (ASCI). A description of these organizations is contained in the background section.

The Contractor will provide technical assistance, oversight and management support for the following activity areas:

Micro-Finance Institution (MFI) Capacity Building

The objective is to strengthen the capacity of existing MFI's to efficiently provide financial services (saving and credit to rural households). The Contractor will develop a training program to increase the capacity of MFI practitioners, including boards of directors, managers, credit and savings officers and accountants, using short-term (in-service) training, specialized short courses, and study tours.

Curriculum and training modules will be developed based on the Ethiopian context for MFI practitioners. This will include training needs assessment, curriculum/module development, curriculum/module testing, refinement, materials, publication, and training-of-trainers. This activity will be carried out in cooperation with the Association of Ethiopian Micro-Finance Institutions (AEMFI) at the national level, and the Regional Micro and Small Enterprise Development Authority (REMSEDA) at the regional level. While training will focus on the ANRS, this approach will allow for the use of the materials developed by MFI's throughout Ethiopia. The Contractor will develop an in-service training program for the Amhara Savings and Credit Institution (ACSI) based on this curriculum to achieve the objective.

The Contractor will also make short-term technical assistance available to ACSI and other MFIs to improve management and help diversify financial products. This assistance, which is not currently available in Ethiopia, is expected to include specialized subject areas related to financial and portfolio management, and the development of new financial products. Specific assignments will be identified based on MFI requests, with the requesting MFI required to provide local travel and per diem costs, and included in the Annual Work Plan.

B. Business Development Services

The objective of this set of activities is to expand access to business and technical skills training, business development services, markets and technologies for rural households. Principal partners will be REMSEDA, the Bureau of Education, the Bureau of Labor and Social Affairs, and Bahir Dar University. These services will consist of the following:

1. Business and Vocational Skill Training: The Contractor will review existing training activities, develop appropriate business skills, curriculum and training modules based on the Ethiopian context, and train trainers. This will include training needs assessments, curriculum/module development, curriculum/module testing, refinement, materials publication, and actual training of trainers. The service will be provided in cooperation with REMSEDA and Bahir Dar University. Materials developed and trainers trained can be made available to, and utilized by, regional government and non-government organizations to provide training services. In addition, an assessment of market demand for technical skill training will be undertaken in collaboration with REMSEDA.
2. Pilot Market Demand-Led Development Activity: The Contractor will provide financial and institutional support for international/national product developers to initiate a process for identifying potential products that can be produced in the ANRS for domestic and export markets. Coordination of the activity will take place with REMSEDA and other stakeholders in the ANRS.
3. Technology Generation and Development/Promotion: The Contractor will support regional rural technology centers in order to develop micro-enterprise technologies. This will include a review/assessment of current operations with respect to micro-enterprise development, preparation of a technology development, promotion, and outreach plan, and working with the ANRS to make any policy adjustments required. This activity will be complemented with direct USAID support for the centers based upon the plans developed.

C. Title II Cooperating Sponsors

The Contractor will work with Title II Cooperating Sponsors in the areas of Micro-Finance Institution capacity building and the delivery of business development services. Specifically, the Contractor will:

1. Facilitate and support communication and collaboration between the CSs and REMSEDA to ensure that training materials and technology information are made available on an ongoing basis; and
2. Facilitate and support communication and technical collaboration between the REMSEDA and CSs at regional, zonal and woreda level, and between CSs, to ensure effective sharing of information on successful activities and lessons learned;

D. Activity Coordination

The Contractor will work with the implementors of R2D and SERA activities described in III.C (Part One of the Scope of Work) to ensure effective program coordination.

E. Cross-Cutting Themes

HIV/AIDS: The Contractor will incorporate HIV/AIDS modules in the micro-finance practitioner and business skills training programs.

Nutrition: The Contractor will assist in monitoring the nutritional impact of increase household access to rural financial services and business skills training.

Gender: The Contractor will advise and assist PVO/NGO micro-finance and micro-enterprise development to help them specifically address gender concerns and relevant issues.

Mitigation: The Contractor will provide technical assistance to, and monitor the impact of, activities which seek to bring sustainable change through the programming of non-emergency food aid and the integration of Title II cooperating sponsor activities and development resources.

Capacity Building: The Contractor will provide technical assistance to help build partner institutional capacity in essential disciplines related to micro-finance and micro-enterprise development.

F. Focus Areas (woredas)

The focus areas for site specific activities as selected by the ANRS and USAID are described in III.E (Part One of the Scope of Work).

IV. PERSONNEL FOR PARTS 1 AND 2 OF THE CONTRACT

The Contractor shall support and assist the ANRS technical institutions and their partners in implementing the regional food security program. The Contractor personnel must relate well with the institutional partners. Short-term personnel will be used to fill important technical gaps that are not covered by the qualifications of the long-term personnel, and will be given specific assignments to support the implementation of key program activities in the region.

This contract will include short- and long-term technical assistance, long-term training support, short-term training support, professional mentoring, research analyses and performance monitoring. The Contractor will work together with the ANRS institutions and other partners to enhance their analytical and management capacity to sustain the long-term impact of agricultural research, extension, and watershed (micro-catchment) management activity contribution to increasing food security in the ANRS.

This contract will provide a wide range of technical skill areas related to the objectives of the food security program. These will include agriculture research, agricultural extension, watershed management, micro-finance, micro-enterprise development, geographical information systems (GIS), land registration, degree training, interactive on-line library support, distant learning short-courses, and on-site technical short-courses. This list is not exhaustive and will depend on the expressed needs of the ANRS institutions and partners

A. PART ONE

This contract will include long- and short-term technical assistance, in-service training, academic training, and operational/management support for agricultural research, extension, and watershed management. Short-term specialists will be provided at the request of the Regional Implementation Team (RIT) as reflected in the Annual Work Plan, in consultation with the Technical Management Committee (TMC). The Contractor will work together with ANRS institutions and other partners to enhance the latter's analytical and management capacity to sustain the long-term impact of adaptive agricultural research, extension and watershed management towards increasing rural household food security in the ANRS.

This contract will target a wide range of skill areas related to the objectives of the food security program in agricultural research, extension and watershed management as further articulated under Section A.2. This list is not exhaustive and will depend on the expressed needs of the ANRS agricultural research and extension support institutions.

1. Long Term Personnel: The Contractor shall provide the following long-term advisors to support implementation of the RHPP SO:

a. Senior Research Advisor: The Senior Research Advisor (SRA) will be responsible for ensuring the provision of research, administration and management leadership to ANRS institutions and their networks in furtherance of regional work plans. The SRA will also serve as the mentor to a cadre of highly motivated Ethiopian researchers, who are expected to benefit from the SRA's long years of experience. The SRA will provide a rigorous approach to planning management research by the ANRS research institutions – one which emphasizes the setting of clear and concise research objectives, attention to the needs of research scientists in the field, farmer participation, effective budget and fiscal management, increased attention to food security issues, impact, and feedback into planning and implementation. To these ends, the SRA will help the Amhara Regional Agricultural Research Institute (ARARI) design a five-year adaptive research strategy, develop scopes of work for short-term technical assistance, and evaluate research personnel for capacity building and institutional development (whether provided under this contract or through other donor assistance to ANRS). In addition, the SRA will, as the principal liaison with the ANRS (FSPCO) and USAID/Ethiopia (ANR), participate in technical committees that meet on any matter involving USAID support for agricultural research, and will consult regularly with other donors and ANRS researchers to help insure better coordination of assistance. This will require frequent travel to ANRS targeted research management sites in the target districts. All work with ANRS personnel will be conducted in English, including correspondence and report writing. Specifically, the SRA will:

- (i) **Work with ARARI to identify short-term technical assistance needs for research activities, develop specific terms of reference for such assistance, identify appropriate individuals to meet these needs in collaboration with ARARI and USAID/Ethiopia, and facilitate the work of U.S. short-term expertise;**
- (ii) **Assist ARARI in organizing and developing annual adaptive research plans, research studies, workshops and seminars, and participate in selected research strategy meetings, conferences and steering committees;**
- (iii) **Promote administrative and technical exchanges and research/extension linkages between ANRS adaptive research and extension staff;**
- (iv) **Carry out independent analyses on administrative and management problems encountered in the ANRS research system with respect to financial budgeting and research management, strengthening linkages between technical and financial services, monitoring operating costs;**
- (v) **Assist in monitoring implementation of USAID-funded research activities in the ANRS;**
- (vi) **Coordinate with the representatives of other donor partners supporting agricultural research in the ANRS; and**
- (vii) **Review research and technical reports prepared by short-term consultants, and facilitate the implementation of recommendations as agreed upon with ARARI.**

b. Extension/Watershed Management Advisor (EWMA): The EWMA will provide

technical and advisory support to ANRS government and non-government institutions and community watershed management organizations in land use planning, pilot resource conservation programs and training. The EWMA will help ANRS institutions begin to address the practical problems of food insecurity, and find long-term, sustainable solutions. In particular, the advisor will work to ensure that USAID resources are effectively used to develop and effectively disseminate technology information on food, agricultural and environmental practices suited to local conditions. A sustainable development approach to achieve this end has been discussed and agreed upon with the ANRS authorities. Pilot research sites will be established to study the management of natural resources for optimum, sustainable production at the watershed level. The sites will be used to train extension personnel to disseminate successful results elsewhere. Community ownership, participation, and contribution are critical to the success of this activity. The EWMA will assist ANRS government and non-government institutions with the design and implementation of participatory watershed management programs. Specifically the EWMA will:

- (i) Develop a five-year plan for establishing and operating watershed and extension learning centers, elaborating the approach, methodology and techniques. The plan will identify realistic short and long-term objectives for the pilot watershed management activity, including: required technical expertise for its implementation; timeline for startup, and commodities needed;
- (ii) Develop and implement a plan to address the short, medium and long-term training needs of the Integrated Water Development Management Team (IWDMT) and the ANRS extension system in the target areas;
- (iii) Develop a plan for programming the use of Title II, World Food Program and/or other sources of food for work and cash for work to support the development of the watershed and extension learning centers;
- (iv) Review ANRS proclamations 46/2000 and 47/2000 related to environmental protection and land use authority, propose a timetable for activities, and help prepare draft regulations, rules and policies for activity implementation in consultation with land users, regulators, and administrators;
- (v) Work with the Cooperative Promotion Bureau, PVO and NGO partners to support community empowerment, participation and management in the watershed and extension learning centers;
- (vi) Work with the BoA to identify short-term technical assistance needs for extension and watershed management activities, develop specific terms of reference for such assistance, identify appropriate individuals to meet these needs in collaboration with ARARI and USAID/Ethiopia, and facilitate the work of U.S. short-term expertise;
- (vii) Coordinate USAID-funded extension and watershed management activities with implementing partners and other donor partners; and
- (viii) Review technical reports prepared by short-term consultants, and facilitate the implementation of recommendations as agreed upon with the BoA.

c. Extension Communications Advisor/Trainer/Curriculum Specialist (ECAT): The Extension Communications Advisor/Trainer will help build the capacity of ANRS institutions by upgrading the skills of its existing staff through appropriate technical courses and materials development. The ECAT will also help develop degree programs for subject matter specialists based on

the technologies that are being developed and disseminated to rural households and communities in the ANRS. A recent extension assessment found that a total of 4,317 Development Agents (DAs), supervisors, and Subject Matter Specialists (SMSs) skills need to be upgraded to be in sync with new and adapted technologies that will be introduced in the region. More importantly, it highlighted that DAs often perform other services that are incompatible with their technical role of information sharing and advocacy such as identifying conscripts for the Army, tax collection, collection of production loans, and health and education services. A second important constraint identified was the absence of programs that promote participatory efforts in program planning and management by rural households and communities. A third constraint was the low level of female DA personnel to perform critical advocacy missions for women to become more involved in farm programs and to integrate much needed food, nutrition and health messages into extension materials and dissemination. Specifically, the ECAT will:

- (i) Help ANRS institutions design a five-year training plan for recycling all DA personnel to upgrade their skills in technology orientation, dissemination methods, and the organization and management of rural groups;
- (ii) Design appropriate curriculums for updating the skills of DA personnel, SMS personnel, and supervisors;
- (iii) Design a curriculum for upgrading the skills of female DA personnel as the starting point for re-establishing a Home Service Agent (HSA) program to extend information to women; and.
- (iv) Prepare an assessment of the Woreta and Kombolcha Training Centers and recommend appropriate investments necessary for the training centers to implement the training plan for DAs, SMSs, and HSAs.

d. Chief-of-Party (COP): The COP listed in Section H will be directly responsible to the Head of the ANRS FSCO. In addition to his/her technical responsibilities, the COP will:

- (i) supervise the work of Ethiopian professional office and support staff, and provide leadership by assisting collaborating unit directors;
- (ii) **coordinate the timely provision of short-term technical expertise in accordance with the objectives and general orientations of the ANRS institutions and the annual Contractor work plan;**
- (iii) **encourage/assist ANRS research and extension staff preparation of timely research and extension programs shortly after each growing season in order to identify technical assistance and resource needs as early in the annual cycle as possible; and**
- (iv) **assist in the overall monitoring of agricultural research, extension and watershed management activities in the ANRS.**

2. Short-term Personnel: Short-term personnel will be used to fill important technical gaps that are not covered by the qualifications of the long-term personnel, and will be given specific assignments to support the implementation of key program activities in the ANRS. Short-term advisors will complete tasks in any of the following possible areas:

- Agricultural research methodology, including data collection, processing and analyses;
- Land use policy;
- Land use mapping including geographic information systems (GIS) referencing;

- Pilot land registration activities;
- Information technology;
- Agricultural research organizational development and management;
- Strategic planning;
- Extension planning and management;
- Extension materials development;
- Training center organization and management;
- Curriculum development;
- Food aid management;
- In-service training, including access to distance learning programs
- Financial and administrative management for agricultural research stations; and
- Monitoring and evaluation, including impact indicator identification and use.

In performance of these tasks, short-term technical experts will travel to the involved institutions in Bahir Dar and work collaboratively with the field entities. These experts will also work with host government personnel at the national level, private sector entities, civil society groups, or other counterpart institutions to the maximum extent feasible to carry out investigations and analyses (including data-based quantitative and qualitative analyses), and/or provide advisory services. The Contractor will seek to utilize local technical expertise for short-term consultancies to the maximum extent appropriate and practical.

3. **Local Long-term Personnel:** The Contractor will provide up to 11 long-term local-hire professional and support staff to assist the long-term expatriate advisors and short-term consultants with program implementation. The following is an illustrative list of such staff:

- a. Agricultural Research Program Assistant;
- b. Agricultural Extension Program Assistant;
- c. Watershed Management Program Assistant;
- d. Training Assistant;
- e. Program Administrator;
- f. Secretary (2);
- g. Administrative Assistant/Accountant (2); and
- h. Drivers (2).

B. PART TWO

This portion of the contract will include long- and short-term technical assistance, micro-finance training, business and technical skills training, product development, and rural technology development. Short-term specialists will be provided at the request of the regional implementation team (RIT) as reflected in the Annual Work Plan, in consultation with the Technical Management Committee (TMC). The Contractor will work together with ANRS institutions and other partners to enhance the latter's analytical and management capacity to sustain the long-term impact of micro-finance and business development programs towards increasing rural household food security in the ANRS.

This contract will target a wide range of skill areas related to the objectives of the food security program, including curriculum development, training, marketing, product development, packaging, village processing units, distant learning short-courses, and on-site technical short-courses. This list is not exhaustive and will

depend on the expressed needs of the ANRS micro-finance and business development support institutions. The following sections describe the minimum expected requirements for Part 2 of the contract.

1. Long Term Personnel

Micro-Enterprise Development Advisor (MEDA): The basic function of this position is to assist REMSEDA and the Amhara Savings and Credit Institute (ASCI) in accessing and developing tools to build and strengthen the capacities of MFI's and Business Development Service (BDS) agencies to provide improved financial services and innovative approaches to business development. The MEDA will be expected to establish close working relationships with a host of other ANRS technical institutions, including the Integrated Water Management Development Team (IWDMT), the ARARI Rural Technology Centers, NGOs, PVOs, and other donors working in micro-enterprise development in the ANRS. In addition, as the principal liaison with the ANRS (FSPCO) and USAID/Ethiopia (ANR) on micro-enterprise development issues, the MEDA participate in technical committees that meet on any matter involving USAID support for micro-finance and micro-enterprise development. The MEDA will be a professional mentor to a cadre of highly motivated Ethiopian micro-finance and micro-enterprise practitioners who will benefit from his/her practical experience. The MEDA will work with the principal ANRS micro-finance and micro-enterprise lead institutions to develop annual work plans that specify objectives and general orientations. Based on these plans, the MEDA will assist with the timely procurement of U.S. and other expertise, and facilitate the work of the technical expertise. The MEDA will also coordinate with representatives of other donors operating in the ANRS and assist with developing of scopes of work for consultants that may require approval from the (RIT). This will require frequent travel to ANRS targeted micro-enterprise development sites in the target districts. All work with ANRS personnel will be conducted in English, including correspondence and report writing. The MEDA will supervise the work of Ethiopian professional office and support staff, and provide leadership by assisting collaborating unit directors with the implementation of programs in the following areas:

- a. **Needs Assessments:** Conduct needs assessment in both sectors during the first six-month period of this portion of the contract.
- b. **Capacity Building:** Based on the results of the needs assessments, work with unit directors to design appropriate in-service programs and short courses.
- c. **Curriculum Development:** Assist MFIs and BDS agencies in developing and testing curriculum modules to be used in selected training programs, and occasionally assist in the organization and conduct of selected training programs.
- d. **Study Tours:** Based on the needs assessments or any requirement by the collaborating agencies, arrange or conduct study tours to re-enforce training received in micro-finance or micro-enterprise development practices.
- e. **Pilot Market Demand-Led Development:** Assist counterpart agencies in developing micro-enterprise products and identifying ANRS and other markets for such products. This assistance will guide micro-finance and BDS agency activities.
- f. **Technology Development/Promotion:** Assist collaborating institutions in the review of available or adaptable micro-enterprise technologies that lend themselves to the creation of household assets or the establishment of viable markets for these technologies.

2. Short Term Personnel

A mix of short-term expatriate and local personnel will be needed to complete the activities described above. Specialty areas for short-term personnel are expected to encompass the following areas:

- Micro-finance Training;
- Business Skills Training;
- Technical Skills Training;
- Financial Services Development;
- Small Enterprise Development;
- Packaging and Marketing;
- Small rural processing units;
- Information technology;
- Agricultural market identification and marketing including product specialization;
- Financial and administrative management;
- Monitoring and evaluation, including impact indicator identification and use;
- Community development programs; and
- Uplink and downlink distance learning programs.

In performance of these tasks, short-term technical experts will travel to the involved institutions in Bahir Dar and work collaboratively with the field entities. These experts will also work with host government personnel at the national level, private sector entities, civil society groups, or other counterpart institutions to the maximum extent feasible to carry out investigations and analyses (including data-based quantitative and qualitative analyses), and/or provide advisory services. The Contractor will seek to utilize local technical expertise for short-term consultancies to the maximum extent appropriate and practical.

SECTION D - PACKAGING AND MARKING**D.1 AIDAR 752.7009 MARKING (JAN 1993)**

(a) It is USAID policy that USAID-financed commodities and shipping containers, and project construction sites and other project locations be suitably marked with the USAID emblem. Shipping containers are also to be marked with the last five digits of the USAID financing document number. As a general rule, marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semifinished products which are not packaged.

(b) Specific guidance on marking requirements should be obtained prior to procurement of commodities to be shipped, and as early as possible for project construction sites and other project locations. This guidance will be provided through the cognizant technical office indicated on the cover page of this contract, or by the Mission Director in the Cooperating Country to which commodities are being shipped, or in which the project site is located.

(c) Authority to waive marking requirements is vested with the Regional Assistant Administrators, and with Mission Directors.

(d) A copy of any specific marking instructions or waivers from marking requirements is to be sent to the Contracting Officer; the original should be retained by the Contractor.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION	(48 CFR Chapter 1)
52.246-5	INSPECTION OF SERVICES--COST-REIMBURSEMENT	APR 1984

E.2 INSPECTION AND ACCEPTANCE

USAID inspection and acceptance of services, reports and other required deliverables or outputs shall take place at USAID Ethiopia or at any other location where the services are performed and reports and deliverables or outputs are produced or submitted. The CTO listed in Section G has been delegated authority to inspect and accept all services, reports and required deliverables or outputs.

E.3 PERFORMANCE STANDARDS**INDICATORS**

activities implemented and/or supported under this Contract are expected to contribute to the overall achievement of the RHPP SO. Overall progress towards the achievement of the RHPP SO during the ISP period will be measured by the following three performance indicators:

- Food Availability: increased food production in target areas, expressed in kilocalories/per/day.
- Cash Income: increased household income from farm produce sales, micro-enterprise, and income-generating activities in the target areas.
- Nutrition: improved nutritional status of children in the target areas.

The five Intermediate Results which contribute to the achievement of the Strategic Objective, and their respective preliminary performance indicators are as follows:

IR1: Integration of food, livestock and factor markets increased: National Agricultural Census completed and disseminated; and market price information systems established and functional.

IR2: Competition in agricultural input and output markets increased: volume of inputs and crops marketed through farmer cooperative; number of cooperatives offering input and output marketing services; and amount of dividends paid by cooperatives to their members.

IR3: Rural household cash income increased/diversified: rural household access to financial services in target areas, rural household access to business and technical skill training, and rural household cash income from micro-enterprises.

IR4: Food, agriculture and environmental research systems in target areas strengthened: farmer-driven adaptive research plans designed, results reviewed, and research plans modified annually for demonstration sites and on-farm trials in the target areas.

IR5: Dissemination of food, agriculture and environmental technology information in target area improved: impact of improved food, agriculture and environmental technologies adopted by households in target areas.

The Performance Monitoring Plan (PMP) for the RHPP SO will be developed by December 31, 2001. The PMP will be based on the further refinement of the preliminary indicators described above in collaboration with implementing partners. However, a principal responsibility of the Contractor will be to monitor RHPP SO activities in the ANRS, and report annually on their contribution to the achievement of the SO in consonance with the PMP

Within this context, the following indicators will be utilized by the Regional Implementation Team (USAID/Ethiopia, ANRS and MEDaC representatives) to evaluate Contractor performance under Parts 1 and 2 of the contract.

Part One

The Contractor will, as specifically reflected in each Annual Work Plan, describe the specific indicator targets expected to be achieved during the year. The following is a preliminary listing of the indicators which will be used to measure impact/accomplishment during the life of RHPP SO with regard to IR4 and IR5. They are:

1. Number of food, agriculture and environmental technologies demonstrated, tried and adopted by rural households in the focus area.
2. Improved household well-being as a result of new crop, variety and technology adoption.
3. Number of farmers who have tried a new technology and used it for two or more years.
4. Improved household well being as a result of technology adoption.
5. Improved community natural resources management and environmental rehabilitation in the four pilot watershed areas, as well as other appropriate sites in the focus area.

The Contractor will contribute to the setting of targets, and the monitoring and reporting of results under these indicators for all program activities in the ANRS. More specifically, the Contractor will be responsible for the achievement of the following activity results:

1. ANRS agricultural research centers are carrying out effective adaptive research programs at 17 sites.
2. Degree training provided to 30 researchers and extension personnel in disciplines that promote adapted technologies based on needs of rural households in the food insecure districts.

3. A functioning research/extension exchange program (participatory) is established with extension subject matter specialists, rural households, and researchers.
4. ANRS research centers connected to the internet and utilizing information available from national and international centers.
5. In-service training provided for 1,000 DAs in the ANRS in the application of new and adaptive technologies, new extension applications, and participatory methods with rural households.
6. A Home Agent program established and functioning in the pilot woredas.
7. Training provided to 100 Home Agents as the basis for carrying out household extension programs in the pilot woredas and broader focus area.
8. Practical on-farm demonstration sites are established in five pilot woredas.
9. Four watershed (micro-catchment) learning centers are established and operating at pilot test sites for resource management.
10. Training provided to four community watershed management organizations which are established to plan, manage and sustain investments in natural resource programs.

In addition, the Contractor will be responsible for monitoring and reporting on the impact of program activities with relationship to the following cross-cutting theme indicators:

1. HIV/AIDS: Regular condom use with non-regular sex partners. Precise Definition: Percentage of high risk target populations (15 - 49 years), reporting regular condom use during the most recent sexual act with a non-regular partner in the last 12 months in target areas nationally.
2. Nutrition: Stunting among children under 5 years of age. Precise Definition: Percentage of children (6 - 59 months) nationally whose height-for-age is less than two standard deviations (SDs) from the median of the International Reference Population of CDC/WHO for that age group.

Part Two

Implementation will focus on increasing and/or diversifying rural household incomes by: (1) increasing access to rural financial services; (2) strengthening regional institutional capacity to provide micro-finance and business management skills training; (3) identifying the demand for technical skills; and (4) introducing new product and service ideas to rural communities and providing associated skills training. The emphasis will be on promoting and supporting the startup and operation of diverse micro-enterprise activities to increase and diversify rural household incomes.

The Contractor will, as specifically reflected in each Annual Work Plan, describe the specific indicator targets expected to be achieved during the year. The following is a preliminary listing of the indicators which will be used to measure impact/accomplishment during the life of RHPP SO with regard to IR3:

1. Increased volume of rural household savings.
2. Increased volume of financing made available to rural households by assisted financial institutions.
3. Increased number of individuals trained in business and technical skills.
4. Increased sales of new or improved products and services to existing and new markets.

The Contractor will contribute to the setting of targets, and the monitoring and reporting of results under these indicators for all program activities in the ANRS. More specifically, the Contractor will be responsible for the achievement of the following activity indicators:

1. Training provided to 1,000 micro-finance practitioners in the ANRS.
2. The number of households having access to rural financial services increased by 50,000.

The number of rural households with access to business and technical skill training, appropriate technology, and markets increased by a factor of 3.

SECTION F - DELIVERIES OR PERFORMANCE**F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.242-15	STOP-WORK ORDER ALTERNATE I (APR 1984)	AUG 1989

F.2 DELIVERY SCHEDULE

To be filled in at the time of award.

F.3 PERIOD OF PERFORMANCE

The period of performance for this contract is as follows:

The anticipated total duration of Part 1 of the Contract is 66 months, beginning with the date of contract award. However, Part 1 of the Contract will be awarded for an initial period of 36 months. Extension of the Contract for the remaining 30 months will be contingent upon a satisfactory review of Contractor performance after 30 months. Within this context, specific ANRS and USAID/Ethiopia approvals will be required as follows:

- a. After completing development and testing of the in-service training for DAs, ANRS and USAID/Ethiopia approval will be required before the Contractor proceeds with the training of 1,000 DAs in the application of new and adaptive technologies, new extension applications, and participatory methods with rural households.
- b. After completing development and testing of a Home Service Agent training program, ANRS and USAID/Ethiopia approval will be required before the Contractor proceeds with the training of Home Service Agents to work in the pilot woredas and broader focus area.

The anticipated duration of Part 2 of the Contract is 54 months, beginning with the date of contract award. However, Part 2 of the Contract will be awarded for an initial period of 36 months. Extension of the Contract for the remaining 18 months will be contingent upon a satisfactory review of Contractor performance after 30 months. Within this context, specific ANRS and USAID/Ethiopia approval will be required as follows:

After completing curriculum/module development and testing of the in-service training for micro-finance practitioners, ANRS and USAID/Ethiopia approval will be required before the Contractor proceeds with implementation of the training program.

Evaluation of the Contractor's overall performance in accordance with the performance standards set forth in Section E, Tangible Results and Deliverables, will be conducted jointly by the CTO and the Contracting Officer, and shall form the basis of the Contractor's permanent performance record with regard to this contract.

F.4 REPORTS AND DELIVERABLES OR OUTPUTS

In addition to the requirements set forth for submission of reports in Sections I and J and in the AIDAR clause 752.242-70, Periodic Progress Reports, the Contractor shall submit the deliverables or outputs to the CTO specified in Section G.

F.5 PROGRESS REPORTING REQUIREMENTS

Reporting Requirements: The Contractor will be required to submit the following documents and reports as described below:

a. Annual Work Plan: Contractor Annual Work Plans will be developed in consultation with ANRS counterparts and USAID/Ethiopia. The Annual Work Plan will describe how the Contractor will facilitate and provide technical, analytical and operational support for specific RHPP SO research, extension and community watershed development activities managed by the principal ANRS institutions located in Bahir Dar: the Food Security Program Coordination Office (FSPCO), the Amhara Regional Agricultural Research Institute (ARARI), and the Bureau of Agriculture (BoA). Specific assignments will be identified and prioritized based upon individual agency requests. The FSPCO will be the principal counterpart institution for the overall effort.

The Annual Work Plan will describe the objectives and specific targets to be achieved during the period, the tasks to be undertaken/completed, individual workplans for each of the long-term consultants, a brief description of anticipated short-term consulting needs, and budget requirements. Annual Work Plans will be submitted to the Regional Implementation Team for initial approval and forwarding to USAID/Ethiopia and MEDaC for final approval. The first annual workplan will be submitted to USAID and MEDaC within 90 days of the arrival of Chief-of-Party in Ethiopia. The first annual workplan will cover the period through December 31, 2002. Subsequent annual workplans will cover calendar years, and must be submitted by the ending date of the prior workplan (i.e., December 31, 2002 for the CY 2003 workplan).

Official requests for short-term assistance within the context of the Annual Work Plan will be submitted to the CTO, who will then consult with the Regional Implementation Team (RIT) prior to approving Contractor provision of technical assistance. Subject to the approval of the CTO, the Contractor shall provide up to 30 months of expertise through individual consultants hired directly by the Contractor. Short-term technical assistance and other advisory services may be provided through subcontracts. In all cases, the CTO must approve the scope of work for each consultancy or subcontract action.

b. Quarterly Activity Reports: The Contractor will submit Quarterly Activity Reports to USAID/Ethiopia within 10 days after the end of the quarter (April 10, July 10, October 10). Quarterly Activity Reports will reference the approved Annual Work Plan, and contain a brief description of:

(i) activities planned during the period;

- (ii) any significant problems encountered during the period;
- (iii) actions taken to resolve the problems encountered;
- (iv) important observations regarding implementation; and
- (v) activities planned for the coming period.

Quarterly Activity Reports are not to exceed 10 pages in length, and must be a stand alone document. However, the Contractor may include additional information in Annexes.

- c. Annual Reports: The Contractor will submit Annual Implementation Reports to USAID/Ethiopia by December 31 of the year covered. Annual Implementation Reports will be reviewed and approved as part of the process of reviewing and approving Annual Work Plans. Annual Implementation Reports will describe:

- (i) the extent to which objectives and targets contained in the Annual Work Plan have been achieved;
- (ii) significant implementation problems encountered during the year;
- (iii) actions taken to resolve problems; and
- (iv) observations/recommendations to improve implementation in the future.

Annual Implementation Reports are not to exceed 50 pages in length, and will contain an Executive Summary not to exceed 5 pages in length. Additional supporting information may be included in Annexes to the report.

- d. Annual Budget and Expenditure Reports: The Contractor will submit estimated annual budget requirements as part of the Annual Work Plan. The Contractor will submit an Annual Report of contract expenditures within 30 days of the end of the calendar year.

Periodic Reports: The Contractor will immediately notify the USAID/Ethiopia in writing if a significant problem arises which jeopardizes achievement of the contract objectives, requiring immediate attention to resolve. The Contractor will also report to the Regional Implementation Team on major studies, reports and/or analyses as they are completed.

SECTION G - CONTRACT ADMINISTRATION DATA

752.7003

DOCUMENTATION FOR PAYMENT

NOV 1998

G.1 ADMINISTRATIVE CONTRACTING OFFICE

The Administrative Contracting Office is:

USAID Ethiopia
2030 Addis Ababa Place
Washington, D.C. 20521-2030

G.2 COGNIZANT TECHNICAL OFFICER (CTO)

The Cognizant Technical Officer is or his or her designee at:

Kurt Rockeman
USAID Ethiopia
2030 Addis Ababa Place
Washington, D.C 20521-2030

Telephone: 251-1-510 088

G.3 TECHNICAL DIRECTIONS/RELATIONSHIP WITH USAID

(a) Technical Directions is defined to include:

(1) Written directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise facilitate completion of work;

(2) Provision of written information to the Contractor which assists in the interpretation of drawings, specifications, or technical portions of the work statement;

(3) Review and, where required, provide written approval of technical reports, drawings, specifications, or technical information to be delivered. Technical directions must be in writing, and must be within the scope of the work as detailed in Section C.

(b) The CTO is authorized by designation to take any or all action with respect to the following which could lawfully be taken by the Contracting Officer, except any action specifically prohibited by the terms of this Contract:

(1) Assure that the Contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications.

(2) Perform or cause to be performed, inspections necessary in connection with a) above and require the Contractor to correct all deficiencies; perform acceptance for the Government.

(3) Maintain all liaison and direct communications with the Contractor. Written communications with the Contractor and documents shall be signed as "Cognizant Technical Officer" with a copy furnished to the Contracting Officer.

(4) Issue written interpretations of technical requirements of Government drawings, designs, and specifications.

(5) Monitor the Contractor's production or performance progress and notify the Contractor in writing of deficiencies observed during surveillance, and direct appropriate action to effect correction. Record and report to the Contracting Officer incidents of faulty or nonconforming work, delays or problems.

(6) Obtain necessary security clearance and appropriate identification if access to Government facilities is required. If to be provided, ensure that Government furnished property is available when required.

LIMITATIONS: The CTO is not empowered to award, agree to, or sign any contract (including delivery or purchase orders) or modifications thereto, or in any way to obligate the payment of money by the Government. The CTO may not take any action which may impact on the contract schedule, funds, scope or rate of utilization of LOE. All contractual agreements, commitments, or modifications which involve prices, quantities, quality, schedules shall be made only by the Contracting Officer.

(c) The CTO is required to meet quarterly/semi-annually/annually with the Contractor and the Contracting Officer concerning performance of items delivered under this contract and any other administration or technical issues. Telephonic reports may be made if no problems are being experienced. Problem areas should be brought to the immediate attention of the Contracting Officer.

(d) In the absence of the designated CTO, the CTO may designate someone to serve as CTO in their place. However, such action to direct an individual to act in the CTO's stead shall immediately be communicated to the Contractor and the Contracting Officer.

(e) **Contractual Problems** - Contractual problems, of any nature, that may arise during the life of the contract must be handled in conformance with specific public laws and regulations (i.e. Federal Acquisition Regulation and Agency for International Development Acquisition Regulation). The Contractor and the CTO shall bring all contracting problems to the immediate attention of the Contracting Officer. Only the Contracting Officer is authorized to formally resolve such problems. The Contracting Officer will be responsible for resolving legal issues, determining contract scope and interpreting contract terms and conditions. The Contracting Officer is the sole authority authorized to approve changes in any of the requirements under this contract. Notwithstanding any clause contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. These changes include, but will not be limited to the following areas: scope of work, price, quantity, technical specifications, delivery schedules, and contract terms and conditions. In the event the Contractor effects any changes at the direction of any other person other than the Contracting Officer, the change will be considered to have been made without authority.

(f) Failure by the Contractor to report to the Administrative Contracting Office, any action by the Government considered to a change, within the specified number of days contained in FAR 52.243-7 (Notification of Changes), waives the Contractor's right to any claims for equitable adjustments.

G.4 PAYING OFFICE

To be filled in at the time of award.

G.5 ACCOUNTING AND APPROPRIATION DATA

To be filled in at the time of award.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
752.7027	PERSONNEL	DEC 1990

H.2 AIDAR 752.7032 INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION REQUIREMENTS AND AIDAR 752.7027 PERSONNEL

In accordance with the above clauses, the Contracting Officer hereby provides prior written approval for international travel, provided that concurrence with the assignment of individuals outside the United States is obtained by the Contractor, in writing, from the CTO prior to their assignment abroad, which must be within the terms of this contract, is subject to availability of funds, and should not be construed as authorization either to increase the estimated cost or to exceed the obligated amount (see Section B). The Contractor shall retain for audit purposes a copy of each travel concurrence.

H.3 LEVEL OF EFFORT

(a) The contractor shall devote person-hours level of effort of direct employee, consultant, or subcontractor labor for the period specified in the clause, Period of Performance, above. This total level of effort is organized by labor category below.

(b) The number of person-hours for any labor category may be used in any other labor category, subject to the prior written approval or direction of the CTO. Once the level of effort has been fully expended, this contract is complete.

(c) The level of effort by labor category is given below:

The estimated level of effort for the illustrative list of positions shown above over the period October 1, 2001 to September 30, 2006 (60 months) is as follows:

<u>Position</u>	<u>Person-Months</u>
Senior Research Agronomist	60
Extension/Watershed Management Advisor	48
Extension Communications Advisor/Trainer	12
Program Administrator	60
Agricultural Research Program Assistant	60

Agricultural Extension Program Assistant	60
Watershed Management Program Assistant	60
Training Assistant	60
Program Support Staff (field based)	300
Short-term Technical Assistance	30
Home Office Administrator	20
Home Office Research/Extension Mentor	20

H.4 KEY PERSONNEL

A. The key personnel which the Contractor shall furnish for the performance of this contract are as follows:

Name	Title
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To be filled in at the time of award.

B. The personnel specified above are considered to be essential to the work being performed hereunder. Prior to replacing any of the specified individuals, the Contractor shall immediately notify both the Contracting Officer and USAID Cognizant Technical Officer reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No replacement of personnel shall be made by the Contractor without the written consent of the Contracting Officer.

The key personnel which the Contractor will provide under Parts 1 and 2 of the Contract, and their qualifications, are described below. USAID/Ethiopia must approve the initial selection of key personnel, and their replacement if necessary.

An assessment of staffing and management needs by USAID/Ethiopia and its implementation partners has yielded the following staffing pattern for Part 1 of the contract:

- Senior Research Advisor – 5 years full time in Bahir Dar.
- Extension/Watershed Management Advisor – 4 years full time in Bahir Dar.
- Extension Communications Advisor/Trainer (curriculum and materials development) – 1 year in Bahir Dar.
- Local-hire support personnel (estimated 13 persons)
- Technical and Management Specialists (short-term), up to (approximately) 30 person months.
- Agricultural Research/Extension mentor (part-time) in U.S. and Bahir Dar.
- Long-and short-term technical assistance coordinator – one or more part-time based in the headquarters office of the lead institution).

A. Part One

1. Senior Research Advisor (SRA): The SRA will be an experienced researcher, with substantial practical experience in conducting applied research focussed on the development of new or adaptive agriculture and natural resources management technologies to meet the broad demands of small-holder farmers. S/he must have proven management skills and experience in research planning, research administration, and capacity development. S/he must also have proven communication and interpersonal skills, and an ability to interact effectively with multiple implementing agencies and donor organizations to ensure effective coordination of assistance. A minimum of at least ten (10) years of work experience as a research, research planner, or administrator in the area of dry land agriculture and natural resources management research is required, with

a minimum of five (5) years of substantial field experience in developing countries similar to Ethiopia. A Ph.D. Degree in a relevant discipline (agronomy, crop science, natural resources management, agricultural engineering, environmental sciences) and authorship of publications in agriculture and natural resources technology development are required. Finally, the SRA must be capable of and willing to travel extensively in remote areas.

2. **Extension/Watershed Management Advisor (EWMA)**: The EWMA will be an experienced extension professional, with substantial practical experience in the effective dissemination of technology information to rural households and communities using participatory methodologies. S/he must have also have proven communication and interpersonal skills, and an ability to interact effectively with multiple implementing agencies, including PVOs and NGOs, and donor organizations to ensure effective coordination of assistance. A minimum of at least ten (10) years of work experience in extension, watershed management, or related natural resource management programs is required, with at least five (5) years of substantial field experience in developing countries. Prior African experience is desirable. A Ph.D. Degree in agronomy, natural resources management, forestry, or a related field is required. Finally, the EWMA must be capable of and willing to travel extensively in remote areas.
3. **Extension Communications Advisor/Trainer/Curriculum Specialist (ECAT)**: The ECAT will be an experienced extension professional, with substantial practical experience working with government extension services. The ECAT must have proven ability and experience in the development of appropriate training curricula tailored to unique developmental requirements, and substantive background and experience in addressing gender-related concerns. S/he must have also have proven communication and interpersonal skills, and an ability to interact effectively with multiple implementing agencies, including PVOs and NGOs, and donor organizations to ensure effective coordination of assistance. A minimum of at least ten (10) years of work experience as an extension trainer, curriculum specialist, or extension advisor is required, with a minimum five (5) years of substantial field experience in developing countries. Prior African experience is desirable. A minimum of an MSc in an agricultural field is required. Finally, the EWMA must be capable of and willing to travel extensively in remote areas.

B. Part Two

1. **Micro-Enterprise Development Advisor (MEDA)**: The MEDA will be an experienced professional, with substantial practical experience in the provision of rural financial services (micro-finance) and micro-enterprise development in developing countries. The MEDA must have proven management skills and experience in micro-enterprise development, skills training, and market development. S/he will also be familiar with micro-finance issues and best practices. The MEDA must also have proven communication and interpersonal skills, and an ability to interact effectively with multiple implementing agencies and donor organizations to ensure effective coordination of assistance. An MA-level degree in business or finance is required, and an MBA is preferred. A minimum of at least ten (10) years of experience in developing micro-enterprise or micro-finance businesses in developing countries is required. Five (5) years of experience in sub-Saharan Africa is preferred. Finally, the MEDA must be capable of and willing to travel extensively in remote areas.

H.5 SUBMISSION OF DEVELOPMENT EXPERIENCE DOCUMENTATION TO PPC/CDIE/DI

USAID contractors must submit one electronic and/or one hard copy of development experience documentation (electronic copies are preferred) to the Development Experience Clearinghouse at the following address:

Development Experience Clearinghouse
1611 N. Kent Street, Suite 200
Arlington, VA 22209-2111

Telephone Number 703-351-4006, ext. 100
Fax Number 703-351-4039
E-mail: docsubmit@dec.cdie.org
<http://www.dec.org>

H.6 INSURANCE AND SERVICES

(a) Pursuant to AIDAR 752.228-3 Worker's Compensation Insurance (Defense Base Act); USAID's DBA insurance carrier is:

Rutherford International, Inc.
5500 Cherokee Avenue, Suite 300
Alexandria, VA 22312

Points of Contact:
Sara Payne or Diane Ford
(703) 354-1616

Hours of Operation are: 8 a.m. to 5 p.m. (EST)
Telefax: 703) 354-0370
E-Mail: www.rutherford.com

(b) Pursuant to AIDAR 752.228-70 Medical Evacuation (MEDEVAC) Services, USAID's Medevac service provider is:

Medex Assistance Corporation
P.O. Box 5375
Timonium, MD 21094-5375
Telephone: (410) 453-6300 in Maryland;
or (800) 537-2029 (toll-free)
Telefax: (410) 453-6301

Applicants should request coverage in accordance with USAID Contract No. HNE-Q-00-98-00106-00.

Medevac services costs are allowable as a direct cost.

H.7 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this contract is 935.

H.8 NONEXPENDABLE PROPERTY PURCHASES AND INFORMATION TECHNOLOGY RESOURCES

The Contractor is hereby authorized to purchase the following equipment and/or resources:

To be filled in at the time of award.

H.9 LOGISTIC SUPPORT

The Contractor shall be responsible for furnishing all logistic support in the United States and overseas.

H.10 PERSONNEL COMPENSATION

(a) Limitations:

(1) Salaries and wages may not exceed the Contractor's established policy and practice, including the Contractor's established pay scale for equivalent classifications of employees, which shall be certified to by the Contractor. Nor may any individual salary or wage, without approval of the Cognizant Contracting Officer, exceed the employee's current salary or wage, or the highest rate of annual salary or wage received during any full year of the immediately preceding three (3) years.

(2) In addition, there is a ceiling on the reimbursable base salary or wage paid to personnel under the Contract equivalent to the maximum annual salary rate of the USAID "ES-6" (or the equivalent daily rate of the maximum ES-6 salary, if compensation is not calculated on an annual basis), as amended from time to time, unless an advance written waiver is granted by the USAID Procurement Executive prior to contract award.

(b) Salaries During Travel

Salaries and wages paid while in travel status will not be reimbursed for a travel period greater than the time required for travel by the most direct and expeditious air route.

(c) Return of Overseas Employees

Salaries and wages paid to an employee serving overseas who is discharged by the Contractor for misconduct, inexcusable non- performance, or security reasons will in no event be reimbursed for a period which extends beyond the time required to return him promptly to his point of origin by the most direct and expeditious air route.

(d) Annual Salary Increases

One annual salary increase (includes promotional increase) of not more than the annual cost-of-living adjustment (COLA) received by Federal General Schedule (GS) employees may be granted after the employee's completion of each twelve month period of satisfactory services under the contract. Annual salary increases of any kind exceeding these limitations or exceeding the maximum salary of ES-6 may be granted only with the advance written approval of the Contracting Officer.

(e) Consultants

No compensation for consultants will be reimbursed unless their use under the contract has advance written approval of the Contracting Officer; and if such provision has been made or approval given, compensation shall not exceed 1) the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years or 2) the maximum daily salary rate of ES-6, whichever is less.

(f) Initial Salaries

The initial starting salaries of all employees whose salaries are charged as a direct cost to this contract must be approved, in advance and in writing, by the Contracting Officer. (any initial starting salaries included in the contractor's best and final and accepted during negotiations, are deemed approved upon contract execution).

NOTE: The daily rate of a Foreign Service officer Class 1 (ES-6) is determined by dividing the annual salary by 2087 hours and multiplying the quotient by 8.

NOTE: Any Approvals issued pursuant to the above sections shall be retained by the Contractor for audit purposes. Approvals issued pursuant to the above must be within the terms of this contract, and shall not serve to increase the total estimated cost or the obligated amount of this contract, whichever is less (see Part I, Section B.3 of this contract).

(g) Work Week

(1) Nonoverseas Employees.

The length of the contractor's U.S., non-overseas employees workday shall be in accordance with the contractor's established policies and practices and shall not be less than 8 hours per day and 40 hours per week.

(2) Overseas Employee

The work week for the Contractor's overseas employees shall not be less than 40 hours and shall be scheduled to coincide with the work week for those employees of the USAID Mission and the Cooperation Country associated with the work of this contract.

(h) Definitions

As used herein, the terms "Salaries," "Wages," and "Compensation" mean the periodic remuneration received for professional or technical services rendered, exclusive of any of the differentials or allowances defined in the clause of this contract entitled "Differentials and Allowances" (AIDAR 752.7028), unless otherwise stated. The term "compensation" includes payments for personal services (including fees and honoraria). It excludes earnings from sources other than the individual's professional or technical work, overhead, or other charges (see also the clause of this contract entitled "Personnel Compensation" (AIDAR 752.7007)).

**H.11 SUBCONTRACTING PLAN AND THE SF 294 - SUBCONTRACTING REPORT FOR
INDIVIDUAL CONTRACTS AND SF 295 - SUMMARY CONTRACTING REPORT**

The Contractor's subcontracting plan dated is hereby incorporated as a material part of this contract.

In accordance with FAR 52.219-9, SF 294 and SF 295 should be forwarded to the following address:

U.S. Agency for International Development
Office of Small and Disadvantaged Business
Utilization
Room 7.08 RRB
Washington, D.C. 20523

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.202-1	DEFINITIONS	MAY 2001
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 1997
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION ALTERNATE II (APR 1998)	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	OCT 1997
52.215-12	SUBCONTRACTOR COST OR PRICING DATA	OCT 1997
52.215-14	INTEGRITY OF UNIT PRICES ALTERNATE I (OCT 1997)	OCT 1997
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS (DEC 1998)	DEC 1998

52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	OCT 1997
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	OCT 1997
52.216-11	COST CONTRACT--NO FEE	APR 1984
52.217-2	CANCELLATION UNDER MULTIYEAR CONTRACTS	OCT 1997
52.222-3	CONVICT LABOR	AUG 1996
52.222-19	CHILD LABOR - COOPERATION WITH AUTHORITIES AND REMEDIES	FEB 2001
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUL 2000
52.227-14	RIGHTS IN DATA--GENERAL	JUN 1987
52.228-7	INSURANCE--LIABILITY TO THIRD PERSONS	MAR 1996
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.233-1	DISPUTES	DEC 1998
52.233-3	PROTEST AFTER AWARD ALTERNATE I (JUN 1985)	AUG 1996
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	JAN 1997
52.242-13	BANKRUPTCY	JUL 1995
52.243-2	CHANGES--COST REIMBURSEMENT ALTERNATE I (APR 1984)	AUG 1987
52.244-2	SUBCONTRACTS ALTERNATE II (AUG 1998)	AUG 1998
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	MAY 2001
52.246-23	LIMITATION OF LIABILITY	FEB 1997
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997
52.249-6	TERMINATION (COST-REIMBURSEMENT)	SEP 1996
52.253-1	COMPUTER GENERATED FORMS	JAN 1991
752.202-1	DEFINITIONS	
752.211-70	LANGUAGE AND MEASUREMENT	JUN 1992
752.226-2	SUBCONTRACTING WITH DISADVANTAGED ENTERPRISE	APR 1997
752.226-3	LIMITATIONS ON SUBCONTRACTING	JUN 1993
752.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	
752.228-70	MEDICAL EVACUATION (MEDVAC) SERVICES	MAR 1993
752.232-70	LETTER OF CREDIT ADVANCE PAYMENT	OCT 1989
752.242-70	PERIODIC PROGRESS REPORTS	JUL 1998
752.7001	BIOGRAPHICAL DATA	JUL 1997
752.7002	TRAVEL AND TRANSPORTATION	JAN 1990

752.7006	NOTICES	APR 1984
752.7007	PERSONNEL COMPENSATION	JUL 1996
752.7008	USE OF GOVERNMENT FACILITIES OR PERSONNEL	APR 1984
752.7010	CONVERSION OF U.S. DOLLARS TO LOCAL CURRENCY	APR 1984
752.7011	ORIENTATION AND LANGUAGE TRAINING	APR 1984
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	OCT 1989
752.7014	NOTICE OF CHANGES IN TRAVEL REGULATIONS	JAN 1990
752.7015	USE OF POUCH FACILITIES	JUL 1997
752.7018	HEALTH AND ACCIDENT COVERAGE FOR USAID PARTICIPANT TRAINEES	JAN 1999
752.7019	PARTICIPANT TRAINING	JAN 1999
752.7021	CHANGES IN TUITION AND FEES	APR 1984
752.7022	CONFLICTS BETWEEN CONTRACT AND CATALOG	APR 1984
752.7023	REQUIRED VISA FORM FOR USAID PARTICIPANTS	APR 1984
752.7024	WITHDRAWAL OF STUDENTS	APR 1984
752.7025	APPROVALS	APR 1984
752.7028	DIFFERENTIALS AND ALLOWANCES	JUL 1996
752.7029	POST PRIVILEGES	JUL 1993
752.7030	INSPECTION TRIPS BY CONTRACTOR'S OFFICERS AND EXECUTIVES	APR 1984
752.7033	PHYSICAL FITNESS	JUL 1997
752.7034	ACKNOWLEDGEMENT AND DISCLAIMER	DEC 1991
52.216-7	ALLOWABLE COST AND PAYMENT	MAR 2000

I.2 52.232-12 ADVANCE PAYMENTS (MAY 2001)

(a) Requirements for payment. Advance payments will be made under this contract (1) upon submission of properly certified invoices or vouchers by the Contractor, and approval by the administering office, , or (2) under a letter of credit. The amount of the invoice or voucher submitted plus all advance payments previously approved shall not exceed \$. If a letter of credit is used, the Contractor shall withdraw cash only when needed for disbursements acceptable under this contract and report cash disbursements and balances as required by the administering office. The Contractor shall apply terms similar to this clause to any advance payments to subcontractors.

(b) Special account. Until (1) the Contractor has liquidated all advance payments made under the contract and related interest charges and (2) the administering office has approved in writing the release of any funds due and payable to the Contractor, all advance payments and other payments under this contract shall be made by check payable to the Contractor marked for deposit only in the Contractor's special account with the . None of the funds in the special account shall be mingled with other funds of the Contractor. Withdrawals from the special account may be made only by check of the Contractor countersigned by the Contracting Officer or a Government countersigning agent designated in writing by the Contracting Officer.

(c) Use of funds. The Contractor may withdraw funds from the special account only to pay for properly allocable, allowable, and reasonable costs for direct materials, direct labor, and indirect costs. Other withdrawals require approval in writing by the administering office. Determinations of whether costs are

properly allocable, allowable, and reasonable shall be in accordance with generally accepted accounting principles, subject to any applicable subparts of Part 31 of the Federal Acquisition Regulation.

(d) Repayment to the Government. At any time, the Contractor may repay all or any part of the funds advanced by the Government. Whenever requested in writing to do so by the administering office, the Contractor shall repay to the Government any part of unliquidated advance payments considered by the administering office to exceed the Contractor's current requirements or the amount specified in paragraph (a) above. If the Contractor fails to repay the amount requested by the administering office, all or any part of the unliquidated advance payments may be withdrawn from the special account by check signed by only the countersigning agent and applied to reduction of the unliquidated advance payments under this contract.

(e) Maximum payment. When the sum of all unliquidated advance payments, unpaid interest charges, and other payments exceed percent of the contract price, the Government shall withhold further payments to the Contractor. On completion or termination of the contract, the Government shall deduct from the amount due to the Contractor all unliquidated advance payments and all interest charges payable. If previous payments to the Contractor exceed the amount due, the excess amount shall be paid to the Government on demand. For purposes of this paragraph, the contract price shall be considered to be the stated contract price of \$, less any subsequent price reductions under the contract, plus (1) any price increases resulting from any terms of this contract for price redetermination or escalation, and (2) any other price increases that do not, in the aggregate, exceed \$. Any payments withheld under this paragraph shall be applied to reduce the unliquidated advance payments. If full liquidation has been made, payments under the contract shall resume.

(f) Interest. (1) The Contractor shall pay interest to the Government on the daily unliquidated advance payments at the daily rate specified in subparagraph (f)(3) below. Interest shall be computed at the end of each calendar month for the actual number of days involved. For the purpose of computing the interest charge--

(i) Advance payments shall be considered as increasing the unliquidated balance as of the date of the advance payment check;

(ii) Repayments by Contractor check shall be considered as decreasing the unliquidated balance as of the date on which the check is received by the Government authority designated by the Contracting Officer; and

(iii) Liquidations by deductions from Government payments to the Contractor shall be considered as decreasing the unliquidated balance as of the date of the check for the reduced payment.

(2) Interest charges resulting from the monthly computation shall be deducted from payments, other than advance payments, due the Contractor. If the accrued interest exceeds the payment due, any excess interest shall be carried forward and deducted from subsequent payments. Interest carried forward shall not be compounded. Interest on advance payments shall cease to accrue upon satisfactory completion or termination of the contract for the convenience of the Government. The Contractor shall charge interest on advance payments to subcontractors in the manner described above and credit the interest to the Government. Interest need not be charged on advance payments to nonprofit educational or research subcontractors for experimental, developmental, or research work.

(3) If interest is required under the contract, the Contracting Officer shall determine a daily interest rate based on the higher of (i) the published prime rate of the financial institution (depository) in which the special account is established or (ii) the rate established by the Secretary of the Treasury under Pub. L. 92- 41 (50 U.S.C. App. 1215(b)(2)). The Contracting Officer shall revise the daily interest rate during the contract period in keeping with any changes in the cited interest rates.

(4) If the full amount of interest charged under this paragraph has not been paid by deduction or otherwise upon completion or termination of this contract, the Contractor shall pay the remaining interest to the Government on demand.

(g) Financial institution agreement. Before an advance payment is made under this contract, the Contractor shall transmit to the administering office, in the form prescribed by the administering office, an agreement in triplicate from the financial institution in which the special account is established, clearly setting forth the special character of the account and the responsibilities of the financial institution under the account. The Contractor shall select a financial institution that is a member bank of the Federal Reserve System, an "insured" bank within the meaning of the Federal Deposit Insurance Corporation Act (12 U.S.C. 1811), or a credit union insured by the National Credit Union Administration.

(h) Lien on Special Account. The Government shall have a lien upon any balance in the special account paramount to all other liens. The Government lien shall secure the repayment of any advance payments made under this contract and any related interest charges.

(i) Lien on property under contract. (1) All advance payments under this contract, together with interest charges, shall be secured, when made, by a lien in favor of the Government, paramount to all other liens, on the supplies or other things covered by this contract and on all material and other property acquired for or allocated to the performance of this contract, except to the extent that the Government by virtue of any other terms of this contract, or otherwise, shall have valid title to the supplies, materials, or other property as against other creditors of the Contractor.

(2) The Contractor shall identify, by marking or segregation, all property that is subject to a lien in favor of the Government by virtue of any terms of this contract in such a way as to indicate that it is subject to a lien and that it has been acquired for or allocated to performing this contract. If, for any reason, the supplies, materials, or other property are not identified by marking or segregation, the Government shall be considered to have a lien to the extent of the Government's interest under this contract on any mass of property with which the supplies, materials, or other property are commingled. The Contractor shall maintain adequate accounting control over the property on its books and records.

(3) If, at any time during the progress of the work on the contract, it becomes necessary to deliver to a third person any items or materials on which the Government has a lien, the Contractor shall notify the third person of the lien and shall obtain from the third person a receipt in duplicate acknowledging the existence of the lien. The Contractors shall provide a copy of each receipt to the Contracting Officer.

(4) If, under the termination clause, the Contracting Officer authorizes the Contractor to sell or retain termination inventory, the approval shall constitute a release of the Government's lien to the extent that--

(i) The termination inventory is sold or retained; and

(ii) The sale proceeds or retention credits are applied to reduce any outstanding advance payments.

(j) Insurance. (1) The Contractor shall maintain with responsible insurance carriers--

(i) Insurance on plant and equipment against fire and other hazards, to the extent that similar properties are usually insured by others operating plants and properties of similar character in the same general locality;

(ii) Adequate insurance against liability on account of damage to persons or property; and

(iii) Adequate insurance under all applicable workers' compensation laws.

(2) Until work under this contract has been completed and all advance payments made under the contract have been liquidated, the Contractor shall--

(i) Maintain this insurance;

(ii) Maintain adequate insurance on any materials, parts, assemblies, subassemblies, supplies, equipment, and other property acquired for or allocable to this contract and subject to the Government lien under paragraph (i) of this clause; and

(iii) Furnish any evidence with respect to its insurance that the administering office may require.

(k) Default. (1) If any of the following events occurs, the Government may, by written notice to the Contractor, withhold further withdrawals from the special account and further payments on this contract:

(i) Termination of this contract for a fault of the Contractor.

(ii) A finding by the administering office that the Contractor has failed to--

(A) Observe any of the conditions of the advance payment terms;

(B) Comply with any material term of this contract;

(C) Make progress or maintain a financial condition adequate for performance of this contract;

(D) Limit inventory allocated to this contract to reasonable requirements; or

(E) Avoid delinquency in payment of taxes or of the costs of performing this contract in the ordinary course of business.

(iii) The appointment of a trustee, receiver, or liquidator for all or a substantial part of the Contractor's property, or the institution of proceedings by or against the Contractor for bankruptcy, reorganization, arrangement, or liquidation.

(iv) The service of any writ of attachment, levy of execution, or commencement of garnishment proceedings concerning the special account.

(v) The commission of an act of bankruptcy.

(2) If any of the events described in subparagraph (1) above continue for 30 days after the written notice to the Contractor, the Government may take any of the following additional actions:

(i) Withdraw by checks payable to the Treasurer of the United States, signed only by the countersigning agency, all or any part of the balance in the special account and apply the amounts to reduce outstanding advance payments and any other claims of the Government against the Contractor.

(ii) Charge interest, in the manner prescribed in paragraph (f) above, on outstanding advance payments during the period of any event described in subparagraph (1) above.

(iii) Demand immediate repayment by the Contractor of the unliquidated balance of advance payments.

(iv) Take possession of and, with or without advertisement, sell at public or private sale all or any part of the property on which the Government has a lien under this contract and, after deducting any expenses incident to the sale, apply the net proceeds of the sale to reduce the unliquidated balance of advance payments or other Government claims against the Contractor.

(3) The Government may take any of the actions described in subparagraph (k)(1) and (2) of this clause it considers appropriate at its discretion and without limiting any other rights of the Government.

(l) Prohibition against assignment. Notwithstanding any other terms of this contract, the Contractor shall not assign this contract, any interest therein, or any claim under the contract to any party.

(m) Information and access to records. The Contractor shall furnish to the administering office (1) monthly or at other intervals as required, signed or certified balance sheets and profit and loss statements together with a report on the operation of the special account in the form prescribed by the administering office; and (2) if requested, other information concerning the operation of the Contractor's business. The Contractor shall provide the authorized Government representatives proper facilities for inspection of the Contractor's books, records, and accounts.

(n) Other security. The terms of this contract are considered to provide adequate security to the Government for advance payments; however, if the administering office considers the security inadequate, the Contractor shall furnish additional security satisfactory to the administering office, to the extent that the security is available.

(o) Representations. The Contractor represents the following:

(1) The balance sheet, the profit and loss statement, and any other supporting financial statements furnished to the administering office fairly reflect the financial condition of the Contractor at the date shown or the period covered, and there has been no subsequent materially adverse change in the financial condition of the Contractor.

(2) No litigation or proceedings are presently pending or threatened against the Contractor, except as shown in the financial statements.

(3) The Contractor has disclosed all contingent liabilities, except for liability resulting from the renegotiation of defense production contracts, in the financial statements furnished to the administering office.

(4) None of the terms in this clause conflict with the authority under which the Contractor is doing business or with the provision of any existing indenture or agreement of the Contractor.

(5) The Contractor has the power to enter into this contract and accept advance payments, and has taken all necessary action to authorize the acceptance under the terms of this contract.

(6) The assets of the Contractor are not subject to any lien or encumbrance of any character except for current taxes not delinquent, and except as shown in the financial statements furnished by the Contractor. There is no current assignment of claims under the contract affected by these advance payment provisions.

(7) All information furnished by the Contractor to the administering office in connection with each request for advance payments is true and correct.

(8) These representations shall be continuing and shall be considered to have been repeated by the submission of each invoice for advance payments.

(p) Covenants. To the extent the Government considers it necessary while any advance payments made under this contract remain outstanding, the Contractor, without the prior written consent of the administering office, shall not--

(1) Mortgage, pledge, or otherwise encumber or allow to be encumbered, any of the assets of the Contractor now owned or subsequently acquired, or permit any preexisting mortgages, liens, or other encumbrances to remain on or attach to any assets of the Contractor which are allocated to performing this contract and with respect to which the Government has a lien under this contract;

(2) Sell, assign, transfer, or otherwise dispose of accounts receivable, notes, or claims for money due or to become due;

(3) Declare or pay any dividends, except dividends payable in stock of the corporation, or make any other distribution on account of any shares of its capital stock, or purchase, redeem, or otherwise acquire for value any of its stock, except as required by sinking fund or redemption arrangements reported to the administering office incident to the establishment of these advance payment provisions;

(4) Sell, convey, or lease all or a substantial part of its assets;

(5) Acquire for value the stock or other securities of any corporation, municipality, or governmental authority, except direct obligations of the United States;

(6) Make any advance or loan or incur any liability as guarantor, surety, or accommodation endorser for any party;

(7) Permit a writ of attachment or any similar process to be issued against its property without getting a release or bonding the property within 30 days after the entry of the writ of attachment or other process;

(8) Pay any remuneration in any form to its directors, officers, or key employees higher than rates provided in existing agreements of which notice has been given to the administering office; accrue excess remuneration without first obtaining an agreement subordinating it to all claims of the Government; or employ any person at a rate of compensation over \$ a year;

(9) Change substantially the management, ownership, or control of the corporation;

(10) Merge or consolidate with any other firm or corporation, change the type of business, or engage in any transaction outside the ordinary course of the Contractor's business as presently conducted;

(11) Deposit any of its funds except in a bank or trust company insured by the Federal Deposit Insurance Corporation or a credit union insured by the National Credit Union Administration;

(12) Create or incur indebtedness for advances, other than advances to be made under the terms of this contract, or for borrowings;

(13) Make or covenant for capital expenditures exceeding \$ in total;

(14) Permit its net current assets, computed in accordance with generally accepted accounting principles, to become less than \$; or

(15) Make any payments on account of the obligations listed below, except in the manner and to the extent provided in this contract:

I.3 52.232-25 PROMPT PAYMENT (MAY 2001)

Notwithstanding any other payment clause in this contract, the Government will make invoice payments and contract financing payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or the date of an electronic funds transfer. Definitions of pertinent terms are set forth in sections 2.101 and 32.902 of the Federal Acquisition Regulation. All days referred to in this clause are calendar days, unless otherwise specified. (However, see subparagraph (a)(4) of this clause concerning payments due on Saturdays, Sundays, and legal holidays.)

(a) Invoice payments (1) Due Date. (i) Except as indicated in subparagraph (a)(2) and paragraph (c) of this clause, the due date for making invoice payments by the designated payment office shall be the later of the following two events:

(A) The 30th day after the designated billing office has received a proper invoice from the Contractor (except as provided in subdivision (a)(1)(ii) of this clause).

(B) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.

(ii) If the designated billing office fails to annotate the invoice with the actual date of receipt at the time of receipt, the invoice payment due date shall be the 30th day after the date of the Contractor's invoice; provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(2) Certain food products and other payments. (i) Due dates on Contractor invoices for meat, meat food products, or fish; perishable agricultural commodities; and dairy products, edible fats or oils, and food products prepared from edible fats or oils are--

(A) For meat or meat food products, as defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)), and as further defined in Pub. L. 98-181, including any edible fresh or frozen poultry meat, any perishable poultry meat food product, fresh eggs, and any perishable egg product, as close as possible to, but not later than, the 7th day after product delivery.

(B) For fresh or frozen fish, as defined in section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)), as close as possible to, but not later than, the 7th day after product delivery.

(C) For perishable agricultural commodities, as defined in section 1(4) of the Perishable Agricultural Commodities Act of 1930 (7 U.S.C. 499a(4)), as close as possible to, but not later than, the 10th day after product delivery, unless another date is specified in the contract.

(D) For dairy products, as defined in section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C. 4502(e)), edible fats or oils, and food products prepared from edible fats or oils, as close as possible to, but not later than, the 10th day after the date on which a proper invoice has been received. Liquid milk, cheese, certain processed cheese products, butter, yogurt, ice cream, mayonnaise, salad dressings, and other similar products, fall within this classification. Nothing in the Act limits this classification to refrigerated products. When questions arise regarding the proper classification of a specific product, prevailing industry practices will be followed in specifying a contract payment due date. The burden of proof that a classification of a specific product is, in fact, prevailing industry practice is upon the Contractor making the representation.

(ii) If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the due date will be as specified in the contract.

(3) Contractor's invoice. The Contractor shall prepare and submit invoices to the designated billing office specified in the contract. A proper invoice must include the items listed in paragraph (a)(3)(i) through (a)(3)(viii) of this clause. If the invoice does not comply with these requirements, it shall be returned within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, edible fats or oils, and food products prepared from edible fats or oils), with a statement of the reasons why it is not a proper invoice. Untimely notification will be taken into account in computing any interest penalty owed the Contractor in the manner described in subparagraph (a)(5) of this clause.

(i) Name and address of the Contractor.

(ii) Invoice date. (The Contractor is encouraged to date invoices as close as possible to the date of the mailing or transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.

(viii) Any other information or documentation required by the contract (such as evidence of shipment).

(ix) While not required, the Contractor is strongly encouraged to assign an identification number to each invoice.

(4) Interest penalty. An interest penalty shall be paid automatically by the designated payment office, without request from the Contractor, if payment is not made by the due date and the conditions listed in paragraphs (a)(4)(i) through (a)(4)(iii) of this clause are met, if applicable. However, when the due date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day without incurring a late payment interest penalty.

(i) A proper invoice was received by the designated billing office.

(ii) A receiving report or other Government documentation authorizing payment was processed, and there was no disagreement over quantity, quality, or Contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(5) Computing penalty amount. The interest penalty shall be at the rate established by the Secretary of the Treasury under section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date, except where the interest penalty is prescribed by other governmental authority (e.g., tariffs). This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the Federal Register semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the invoice principal payment amount approved by the Government until the payment date of such approved principal amount; and will be compounded in 30-day increments inclusive from the first day after the due date through the payment date. That is, interest accrued at the end of any 30-day period will be added to the approved invoice principal payment amount and will be subject to interest penalties if not paid in the succeeding 30-day period. If the designated billing office failed to notify the Contractor of a defective invoice within the periods prescribed in subparagraph (a)(3) of this clause, the due date on the corrected invoice will be adjusted by subtracting from such date the number of days taken beyond the prescribed notification of defects period. Any interest penalty owed the Contractor will be based on this adjusted due date. Adjustments will be made by the designated payment office for errors in calculating interest penalties.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred constructively on the 7th (unless otherwise specified in this contract) after the Contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The following periods of time will not be included in the determination of an interest penalty:

(A) The period taken to notify the Contractor of defects in invoices submitted to the Government, but this may not exceed 7 days (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils).

(B) The period between the defects notice and resubmission of the corrected invoice by the Contractor.

(C) For incorrect electronic funds transfer (EFT) information, in accordance with the EFT clause of this contract.

(iii) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than 1 year. Interest penalties of less than \$1 need not be paid.

(iv) Interest penalties are not required on payment delays due to disagreement between the Government and the Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.

(6) Prompt payment discounts. An interest penalty also shall be paid automatically by the designated payment office, without request from the Contractor, if a discount for prompt payment is taken improperly. The interest penalty will be calculated as described in subparagraph (a)(5) of this clause on the amount of discount taken for the period beginning with the first day after the end of the discount period through the date when the Contractor is paid.

(7) Additional interest penalty. (i) a penalty amount, calculated in accordance with paragraph (a)(7)(iii) of this clause, shall be paid in addition to the interest penalty amount if the Contractor--

(A) Is owed an interest penalty of \$1 or more;

(B) Is not paid the interest penalty within 10 days after the date the invoice amount is paid; and

(C) Makes a written demand to the designated payment office for additional penalty payment, in accordance with paragraph (a)(7)(ii) of this clause, postmarked not later than 40 days after the invoice amount is paid.

(ii)(A) Contractors shall support written demands for additional penalty payments with the following data. No additional data shall be required. Contractors shall--

(1) Specifically assert that late payment interest is due under a specific invoice, and request payment of all overdue late payment interest penalty and such additional penalty as may be required;

(2) Attach a copy of the invoice on which the unpaid late payment interest was due; and

(3) State that payment of the principal has been received, including the date of receipt.

(B) Demands must be postmarked on or before the 40th day after payment was made, except that--

(1) If the postmark is illegible or nonexistent, the demand must have been received and annotated with the date of receipt by the designated payment office on or before the 40th day after payment was made; or

(2) If the postmark is illegible or nonexistent and the designated payment office fails to make the required annotation, the demand's validity will be determined by the date the Contractor has placed on the demand; provided such date is no later than the 40th day after payment was made.

(iii)(A) The additional penalty shall be equal to 100 percent of any original late payment interest penalty, except--

(1) The additional penalty shall not exceed \$5,000;

(2) The additional penalty shall never be less than \$25; and

(3) No additional penalty is owed if the amount of the underlying interest penalty is less than \$1.

(B) If the interest penalty ceases to accrue in accordance with the limits stated in paragraph (a)(5)(iii) of this clause, the amount of the additional penalty shall be calculated on the amount of interest penalty that would have accrued in the absence of these limits, subject to the overall limits on the additional penalty specified in paragraph (a)(7)(iii)(A) of this clause.

(C) For determining the maximum and minimum additional penalties, the test shall be the interest penalty due on each separate payment made for each separate contract. The maximum and minimum additional penalty shall not be based upon individual invoices unless the invoices are paid separately. Where payments are consolidated for disbursing purposes, the maximum and minimum additional penalty determination shall be made separately for each contract therein.

(D) The additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation).

(b) Contract financing payments--(1) Due dates for recurring financing payments. If this contract provides for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the due date specified.

(2) Due dates for other contract financing. For advance payments, loans, or other arrangements that do not involve recurring submissions of contract financing requests, payment shall be made in accordance with the corresponding contract terms or as directed by the Contracting Officer.

(3) Interest penalty not applicable. Contract financing payments shall not be assessed an interest penalty for payment delays.

(c) Fast payment procedure due dates. If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments will be made within 15 days after the date of receipt of the invoice.

I.4 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

I.5 USAIDAR 752.7032 INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION REQUIREMENTS (JAN 1990)

Prior written approval by the Contracting Officer is required for all international travel directly and identifiably funded by USAID under this contract. The Contractor shall therefore present to the Contracting Officer an itinerary for each planned international trip, showing the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advanced of the proposed travel as possible, but in no event less than three weeks before travel is planned to commence. The Contracting Officer's prior written approval may be in the form of a letter or telegram or similar device or may be specifically incorporated into the schedule of the contract. At least one week prior to commencement of approved international travel, the Contractor shall notify the cognizant Mission, with a copy to the Contracting Officer, of planned travel, identifying the travellers and the dates and times of arrival.

I.6 COMMUNICATIONS PRODUCTS (OCT 1994)

(a) Definition - Communications products are any printed materials (other than non-color photocopy material), photographic services or video production services.

(b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the contract or approved in writing by the contracting officer. A copy of the standards for USAID financed publications and video productions is attached.

(c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the contract or in writing by the contracting officer:

- (1) All communications materials funded by operating expense account funds;
- (2) Any communication products costing over \$25,000, including the costs of both preparation and execution. For example, in the case of a publication, the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs.
- (3) Any communication products that will be sent directly to, or likely to be seen by, a Member of Congress or Congressional staffer; and
- (4) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to CDIE and other USAID/W offices for internal use).

(d) The initial proposal must provide a separate estimate of the cost of every communications product as defined in paragraph (a) above [not just those which meet the criteria in paragraph (c)] which is anticipated under the contract. Each estimate must include all of the costs associated with preparation and execution of the product. Any subsequent request for approval of a covered communication product must provide the same type of cost information.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS AND ANNEXES

**ATTACHMENT
NUMBER****TITLE****ATTACHMENT 1 - IDENTIFICATION OF PRINCIPAL GEOGRAPHIC CODE NUMBERS****ATTACHMENT 2 - USAID FORM 1420-17 - CONTRACTOR BIOGRAPHICAL DATA SHEET**

A hard copy is attached at the end of this document; however, for an electronic version, please locate the form at http://www.USAID.GOV/procurement_bus_opp/procurement/forms/

ATTACHMENT 3 - SF LLL - DISCLOSURE OF LOBBYING ACTIVITIES

A hard copy is attached at the end of this document; however, for an electronic version, please locate the form at http://www.USAID.GOV/procurement_bus_opp/procurement/forms/

ATTACHMENT 4 - CERTIFICATE OF CURRENT COST AND PRICING DATA

A hard copy is attached at the end of this document, however, for an electronic version, please locate the form at http://www.USAID.GOV/procurement_bus_opp/procurement/forms/

ATTACHMENT 5 - LIST OF ACRONYMS**ANNEXES*:**

For additional information, the following reference documents are available at www.mulumedia.com/RHPP

- Report on the Status of Micro Enterprise Development Activities in Amhara, Ethiopia - March 2001
- Amhara National Regional State Food Security Research Assessment Report - May 2000
- Ethiopia: Amhara National Regional State (ANRS) Watershed Management Assessment - July 2000
- Ethiopia: Amhara National Regional State Extension System Needs Assessment - July 2000

N.B.:

* These reference documents will be available on Monday, December 3, 2001.

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND
OTHER STATEMENTS OF OFFERORS**K.1 NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED
BY REFERENCE**

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provision at FAR "52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE" in Section L of this solicitation. See FAR 52.252-1 for an internet address (if specified) for electronic access to the full text of a provision.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.203-11	CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	APR 1991

K.2 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

K.3 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (APR 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(D) Have ☐ have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii) The Offeror has ☐ has not ☐, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.4 52.215-6 PLACE OF PERFORMANCE (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [] intends, [] does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of performance (street (street address, city, state, county, code)	Name and address of owner and operator of the plant or facility if other than offeror or respondent

K.5 52.222-18 CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS (FEB 2001)**(a) Definition.**

Forced or indentured child labor means all work or service--

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

(b) Listed end products. The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed endproducts from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product

Listed Countries of Origin

(c) Certification. The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

☐ (1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.

☐ (2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

K.6 52.226-2 HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION (MAY 2001)

(a) Definitions. As used in this provision--

Historically black college or university means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

Minority institution means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)).

(b) Representation. The offeror represents that it--

[] is [] is not a historically black college or university;

[] is [] is not a minority institution.

K.7 52.227-15 STATEMENT OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (MAY 1999)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data--General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data--General, the offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

(c) The offeror has reviewed the requirements for the delivery of data or software and states [offeror check appropriate block]--

[] None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

[] Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

Note: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data--General."

K.8 INSURANCE - IMMUNITY FROM TORT LIABILITY

The offeror represents that it [] is, [] is not a State agency or charitable institution, and that it [] is not immune, [] is partially immune, [] is totally immune from tort liability to third persons.

K.9 AGREEMENT ON, OR EXCEPTIONS TO, TERMS AND CONDITIONS

The Offeror has reviewed the solicitation (Sections B through J of which will become the contract) and [] agrees to the terms and conditions set forth therein; or [] has the following exceptions (continue on a separate attachment page, if necessary):

K.10 COMPLIANCE WITH VETERANS EMPLOYMENT REPORTING REQUIREMENTS

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d)(i.e., the VETS-100 report required by the Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has [] has not [] submitted the most recent report required by 38 U.S.C. 4212(d).

(b) An Offeror who checks "has not" may not be awarded a contract until the required reports are filed. (31 U.S.C. 1354)

K.11 SIGNATURE

By signature hereon, or on an offer incorporating these Representations, Certifications, and Other Statements of Offerors, the offeror certifies that they are accurate, current, and complete, and that the offeror is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statements in offers.

Solicitation No. _____

Offer/Proposal No. _____

Date of Offer _____

Name of Offeror _____

Typed Name and Title _____

Signature _____ Date _____

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provision at FAR "52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE" in Section L of this solicitation. See FAR 52.252-1 for an internet address (if specified) for electronic access to the full text of a provision.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.215-1	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION ALTERNATE I (OCT 1997)	MAY 2001

L.2 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) ALTERNATE III (OCT 1997)

(a) Exceptions from cost or pricing data. (1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) Commercial item exception. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include--

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(c) Submit the cost portion of the proposal via the following electronic media: .

L.3 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a (Cost (No Fee)) contract resulting from this solicitation.

L.4 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Hand-Carried Address:

Carolyn Bledsoe
Contracting Officer
USAID/Ethiopia
Riverside Building
Off Haile Gebre Sellassie Road
Addis Ababa, Ethiopia

Mailing Address:

Carolyn Bledsoe
Contracting Officer
USAID/Ethiopia
2030 Addis Ababa Place
Washington, D.C. 20521-2030

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.5 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and

submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

L.6 GENERAL INSTRUCTIONS TO OFFERORS

(a) The offeror should submit the proposal either

(i) electronically - internet email with attachments (2MB limit) per email compatible with MS WORD, Excel, Lotus 123 and/or WordPerfect in a MS Windows environment. Only those pages requiring original manual signatures should be sent via facsimile. (Facsimile of the entire proposal is not authorized); or

(ii) via regular mail - sending two paper copies of a technical proposal and one original cost proposal, however the issuing office receives regular international mail only once a week. All mail is subject to US Embassy electronic imagery scanning methods, physical inspection, and is not date and time stamped prior to receipt by USAID and the Contracting Officer; or

(iii) hand delivery (including commercial courier) of two paper copies of a technical proposal and one original cost proposal to the issuing office.

(iv) Regardless of the method used the Technical Proposal and Cost Proposal must be kept separate from each other. Technical Proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

(b) Submission of Alternate Proposals

All offerors shall submit a proposal directly responsive to the terms and conditions of this RFP. If an offeror chooses to submit an alternative proposal, they must, at the same time, submit a proposal directly responsive hereto for any alternate to even be considered.

(c) Government Obligation

The US Government is not obligated to make an award or to pay for any costs incurred by the offeror in preparation of a proposal in response hereto.

(d) **Funding is not currently available and award will be made subject to the availability of funds.**

L.7 INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

(a) The Technical Proposal in response to this solicitation should address how the offeror intends to carry out the Statement of Work contained in Section C. It should also contain a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The technical proposal should be organized by the technical evaluation criteria listed in Section M.

(b) The past performance references required by this section shall be included as an annex or attachment of the technical proposal.

(c) Detailed information should be presented only when required by specific RFP instructions. Proposals are limited to 40 pages, **OVER 40 PAGES WILL NOT BE EVALUATED**, and shall be written in English and typed on standard 8 1/2" x 11" paper (210 mm by 297mm paper), single spaced, 10 characters per inch with each page numbered consecutively. Items such as graphs, charts, cover pages, dividers, table of contents, and attachments (i.e. key personnel resumes, reply to case studies, table summarizing qualifications of proposed personnel, past performance summary table and past performance report forms) are not included in the 40-page limitation.

(d) The technical proposal should, at a minimum, include the following:

1. Staffing: The contract will be field based. Therefore, long-term international and national staff hired under this contract will be based in Bahir Dar, the capital of the Amhara National Regional State in Ethiopia. Staff will be a mixture of long- and short-term professionals, and will be a mix of U.S., Ethiopia and/or third-country nationals. During the life of the contract staff roles and responsibilities, as well as their geographic locations, are not expected to change, other than replacement of long-term personnel if the need arises.

The following is an illustrative staffing pattern for Part 1 of the contract:

- Senior Research Agronomist – 5 years full-time
- Extension/Watershed Management Advisor – 4 years full-time
- Extension Communications Advisor/Trainer – 1 year full-time
- Local-hire staff and support personnel (13 persons)
- Technical and management specialists (short-term) – approximately 30 person months
- Agricultural Research/Extension Mentors – one or more part-time in U.S. and Bahir Dar

However, the Offeror may propose alternative organizational structure and staff requirements in order to complete the tasks described in Part 1 of the Scope of Work.

2. Subcontracts: The Offeror may propose a subcontract arrangement for Part 2 of the Contract. Only the Micro-Enterprise Development Advisor position is defined for Part 2. The Offeror will propose an organizational structure and staff requirements for completing the tasks described in Part 2 of the Scope of Work. In addition, the Contractor will describe the approach for providing specialized technical assistance in response to specific requests.

3. Chief-of-Party (COP): In the proposal the Offeror will designate one of the long-term advisors to serve as the COP. The Offeror must justify this designation by describing the capacity of this individual to carry out the responsibilities of this position.

4. Contract Management: Contract management and support will be provided through the Contractor's home office. Home office time will be devoted to supporting long-term field personnel, and recruitment and management of short-term experts. Home office support personnel will be located in the United States (but may make occasional supervision visits to the field) and provide such other logistical and support functions required to implement this contract. Within 90 days of signing the contract, and each year thereafter, the Contractor will prepare an annual work program in consultation with USAID/Ethiopia and the ANRS collaborating institutions which outlines priority tasks and establishes priorities. The Chief-of-Party will

also be responsible for the preparation of annual research plans, including investment budgets, with representatives of the ANRS institutions involved. The plans will be reviewed and approved by the USAID/Ethiopia and the ANRS Regional Implementation Team, then forwarded to the RHPP SO Technical Management Team, who will recommend formal approval to the Management Committee. Additional functions and tasks will be required of the home office as follows:

- Compile and maintain a roster of technical specialists for short-term assignments as needed;
- Provide technical support in cooperation with technical specialists as required to the field team and host country counterparts and institutions in preparing scopes of work for special research studies, analyses, technical consultancies, workshops, in-service training programs, etc.; and
- Provide logistical backstopping and support as needed for any specialized expertise under this contract to ensure the timely fielding of TA.

The Offeror will propose an organizational structure, personnel and level and level of effort for carrying out these functions. In addition, the Offeror will designate an individual to serve as Project Administrator for the contract. The Project Administrator will receive technical guidance from the USAID/Ethiopia Office of Agriculture and Natural Resources (ANR).

5. Technical Approach: The Technical Proposal in response to this solicitation must address how the offeror intends to carry out the Statement of Work contained in Section C. It must provide evidence that the offeror clearly understands the work to be undertaken and the responsibilities of all the parties involved. The offeror has to go beyond what is presented in the Statement of Work, not simply offer a regurgitation, to demonstrate a critical understanding of the programs/activities and the services to be provided.

6. Local Partner: The Offeror must describe arrangements for dealing with Contract administration and logistics in Ethiopia. Offerors are encouraged to partner with a local organization/institution/business currently operating in Ethiopia with the capacity to contract for the local expertise required under the contract, establish an office, and provide for housing in Bahir Dar.

7. Degree Training Arrangements: USAID has set aside a total of \$700,000 for degree training as described in Part 1 of the Scope of Work. However, depending on the cost-effectiveness of the approach proposed, and future funding availability, this amount and the number of students may be increased. Offerors are expected to describe how the amount of funds set aside for training will be utilized to train the maximum number of professionals at the MSc and BSc level, and up to five professionals at the PhD level, as long as the minimum requirements are met. The offeror is required to describe the institutional and operational arrangements which will be used to train the maximum number of professionals to the MSc and BSc level in partnership with Ethiopian institutions, and up to five professionals to the PhD level, in consideration of the \$700,000 in funding set aside specifically for the purpose of degree training.

L.8 INSTRUCTIONS REGARDING KEY PERSONNEL

The contract proposed by this solicitation includes a key personnel clause, and the quality of key personnel proposed will be an evaluation factor. The offeror must include as part of its proposal a statement signed by each person proposed as key personnel confirming their present intention to serve in the stated position and their present availability to serve for the term of the proposed contract.

L.9 INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL

- a. Each offeror shall provide a detailed budget. Supporting information should be provided in sufficient detail to allow a complete analysis of each cost element. Completed Contractor Employee Biographic Data Sheets, AID Form 1427 - Form may be found on INTERNET at <http://www.info.usaid.gov/> under Forms.
- b. If the contractor is a joint venture or partnership, the business management proposal must include a copy of the agreement between the parties to the joint venture/partnership. The agreement will include a full discussion of the relationship between the firms including identification of which firm assumes which responsibilities.
- c. Detail of the offeror's management structure as it relates to performance of services described in Section C.
- d. The signed representations and certifications, as set forth in Section K of this solicitation. This should be completed by subcontractors as well.
- e. A completed Certificate of Current Cost or Pricing Data for itself and each subcontractor, if the subcontract will exceed \$500,000. (This certificate shall be re-submitted after negotiations have been concluded and agreement has been reached.)
The format for this Certificate may be found on INTERNET at <http://www.arnet.gov/far/>
- f. Contract Pricing Proposal Cover Sheet, SF 1411 - may be found on INTERNET at <http://www.arnet.gov/far/>
- g. Audited balance sheets and profit and loss statements or if not available, returns as submitted to Federal tax authorities for the offeror's last two complete fiscal years and for the current fiscal year as of 30 days prior to proposal submission. (The balance sheets and profit and loss statements for the current fiscal year may be unaudited.). The profit and loss statements should include details of the total cost of services sold, and be annotated by either the auditor or offeror to delineate the offeror's indirect expense pool(s) and customary indirect cost distribution base(s). In the event that the Offeror includes indirect costs in the proposal, a copy of the latest Negotiated Indirect Cost Rate Agreement (NICRA) must be included.
- h. A copy of the offeror's personnel policies in effect at the time the offer is submitted.
- i. A copy of the offeror's travel policies in effect at the time the offer is submitted.
- j. A list of the last five Government contracts won, the amounts of the contract at the time of the award, the final contract cost (in the event that the contract is not yet complete, please provide the current total estimated cost), performance period, contract number and the name of the Contracting Officer making the award.
- k. A letter certifying a commitment by the key personnel proposed, that they are available to work under this contract.

- l. The offeror should include its full street address, name of the authorized negotiator, Facsimile Number, Telephone Number, E-mail address and Website (if any), on the title page of the Cost Proposal.
- m. The original cost proposal should include a 3.5" diskette with the budget tables in a Microsoft Excel 97, readable format. This diskette should also contain the text of the Technical Proposal.

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 EVALUATION CRITERIA

Technical, cost and other factors will be evaluated relative to each other, as described herein.

(a) The technical proposal will be scored by a technical evaluation committee using the criteria shown in this Section.

(b) The cost proposal will be scored by the method described in this Section.

(c) The criteria below are presented by major category, with relative order of importance, so that offerors will know which areas require emphasis in the preparation of proposals. The criteria below reflect the requirements of this particular solicitation.

Offerors should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which offerors should address in their proposals.

The following evaluation criteria will be used to evaluate proposals received for Parts 1 and Part 2 of the solicitation:

1. OVERALL RESPONSE TO SOLICITATION (Section C) – 20 points

The technical review team will evaluate the responsiveness of proposals to the program described in the SOW. Specifically, the technical review team will consider:

- a. Understanding of the Development Challenge: Knowledge of the national and regional state historical, political and cultural setting, regional issues and problems as they relate to food security, and understanding of the need for a research and extension paradigm shift, and the role of micro-enterprise development in addressing food security.
- b. Understanding of the Proposed Program: Knowledge and understanding of the activities to be implemented in the ANRS, the strengths and weaknesses of partner organizations, the complementary nature of and relationship between activities, and potential implementation and coordination issues.
- c. Proposed Implementation Approach: Description of how the paradigm shift will be accomplished, the need for collaboration and cooperation, the role of the Contractor as advisor and facilitator of communication and coordination, the nature of the working relationships needed to play this role, and how the Contractor will handle communication with partners and clients.
- d. Vision, Concept and Originality: Articulation of why key program elements are important, and the extent to which the offeror expands upon the information provided, and originality in refining and responding to the key concepts.
- e. Degree Training Arrangements: Description of how degree training will be organized, how students will be competitively selected, how the program will be carried out to train the greatest number of students, and the nature of collaboration with Ethiopian universities.

2. PAST PERFORMANCE – 10 points

The technical review team will consider the past performance information obtained from reference checks in scoring past performance. It will also consider past performance information provided by the offeror, such as problems and corrective action taken on specific contracts and to awards and certifications. Where no relevant past performance information is available, offerors will be given a neutral score, in accordance with FAR. Assessment of past performance will focus on the offeror's demonstrated:

- a. Quality of Product or Service: How cooperative and effective the offeror was in fixing problems, and Contractor's conformance to contract specifications or professional performance standards.
- b. Cost Control: Cost control, including forecasting costs, as well as accuracy in financial reporting.
- c. Timeliness of Performance: Adherence to contract schedules and meeting delivery dates such as the submission of administrative documentation, timely delivery of short-term technical advisors, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks.
- d. Customer Satisfaction: Satisfactory business relationship with USAID and host country clients, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems.
- e. Effectiveness of Key Personnel: Effectiveness and appropriateness of personnel for the job, and prompt and satisfactory changes in personnel when a need to replace personnel was identified.

3. DESCRIPTION OF INSTITUTIONAL CAPACITY – 10 points

The technical review team will consider the institutional capacity of the offeror, and how the offeror intends to organize and manage implementation. Specifically, the technical review team will consider:

- a. Management and Operational Structure: The management organization and structure proposed at the home office and in the field to achieve the objectives of the contract.
- b. Roles and Responsibilities: The institutional strengths and specific roles and responsibilities of the offeror and other partner U.S. institutions (including subContractors).
- c. Minority Institutions: The specific roles and expected contribution of minority and/or disadvantaged institutions/firms in the implementation of the Contract.
- d. Local Partners: The institutional strengths and experience of local partner institutions/subContractors, and their specific roles and responsibilities.
- e. Financial Management: The organizational structure proposed with regard to overall financial management and reporting.

4. RELEVANT EXPERIENCE (Refer to Section C) – 10 points

The technical review team will consider the relevant experience of the offeror and partner institutions. Specifically, the team will consider:

- a. Relevant Experience: Past and present experience of the offeror and partner institutions relevant to Ethiopia's development challenge, the ANRS food security program, and the proposed activities.

- b. Experience Applied: How the offeror proposes to take advantage of expertise and build upon past and present experience to support the implementation of the ANRS food security program.
- c. Minority Experience: The specific relevant and applied experience of minority and disadvantaged institutions/firms as described in the proposal.

5. QUALIFICATIONS, RELEVANT EXPERIENCE, AND AVAILABILITY OF PERSONNEL – 25 points:

In order to achieve the activity objectives the offeror will base a long-term team of experts in Bahir Dar (see Section C). The home office will support this team with access to highly-specialized, short-term experts, which can respond rapidly to the activity requirements (see Section C). The Bahir Dar based team shall respond to specific technical assistance needs with long and short-term consultancies as are identified in the annual work plan and as otherwise determined necessary in conjunction with various institutional partners and USAID. The technical review team will consider the following factors

- a. Qualifications and Experience of Long-Term Personnel: The proposed candidates for the following positions will be evaluated:
 - (i) Chief-of-Party/Senior Research Advisor
 - (ii) Extension/Watershed Management Advisor
 - (iii) Extension Communications Advisor/Trainer
 - (iv) Micro-Enterprise Development Advisor
- b. Short-term International Personnel: The qualifications, experience and availability of short-term personnel which the offeror can access to meet the needs of the contract.
- c. Local Personnel: The qualifications, experience and availability of both long- and short-term local personnel. The offeror may cite specific individuals, or explain how such expertise will be recruited.

6. Minority sub contracting: 5 points.

- 7. Cost:** All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

M.2 DETERMINATION OF THE COMPETITIVE RANGE AND CONTRACT AWARD

(a) The competitive range of offerors with whom negotiation will be conducted (if necessary) will be determined by the Contracting Officer based on the above technical and cost evaluation factors, and will be comprised of all offerors whose proposals are determined to have a reasonable chance of being selected for award.

(b) In accordance with FAR 52.215-16, and as set forth in Section L of this solicitation, award will be made by the Contracting Officer to the responsible offeror whose proposal, conforming to the solicitation, is most advantageous to the Government, and the above technical and cost factors considered. The formula set forth above will be used by the Contracting Officer as a guide in determining which proposals will be most advantageous to the Government.

M.3 CONTRACTING WITH SMALL BUSINESS CONCERNS AND DISADVANTAGED ENTERPRISES

USAID encourages the participation of small business concerns and disadvantaged enterprises in this project, in accordance with FAR Part 19 (48 CFR Chapter 1), and AIDAR Part 726 (48 CFR Chapter 7). Accordingly, every reasonable effort will be made to identify and make use of such organizations. All evaluation criteria being found equal, the participation of such organizations may become a determining factor for selection.

ATTACHMENT 1**IDENTIFICATION OF PRINCIPAL GEOGRAPHIC CODE NUMBERS**

The USAID Geographic Code Book sets forth the official description of all geographic codes used by USAID in authorizing or implementing documents, to designate authorized source countries or areas. The following are summaries of the principal codes:

(a) Code 000--The United States: The United States of America, any State(s) of the United States, the District of Columbia, and areas of U.S.-associated sovereignty, including commonwealths, territories and possessions.

(b) Code 899--Any area or country, except the cooperating country itself and the following foreign policy restricted countries: Afghanistan, Libya, Vietnam, Cuba, Cambodia, Laos, Iraq, Iran, North Korea, Syria and People's Republic of China.

(c) Code 935--Any area or country including the cooperating country, but excluding the foreign policy restricted countries.

(d) Code 941--The United States and any independent country (excluding foreign policy restricted countries), except the cooperating country itself and the following: Albania, Andorra, Angola, Armenia, Austria, Australia, Azerbaijan, Bahamas, Bahrain, Belgium, Bosnia and Herzegovina, Bulgaria, Belarus, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Gabon, Georgia, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Kazakhstan, Kuwait, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia*, Malta, Moldova, Monaco, Mongolia, Montenegro*, Netherlands, New Zealand, Norway, Poland, Portugal, Qatar, Romania, Russia, San Marino, Saudi Arabia, Serbia*, Singapore, Slovak Republic, Slovenia, South Africa, Spain, Sweden, Switzerland, Taiwan*, Tajikistan, Turkmenistan, Ukraine, United Arab Emirates, United Kingdom, Uzbekistan, and Vatican City.

* Has the status of a "Geopolitical Entity", rather than an independent country.

ATTACHMENT 4**CERTIFICATE OF CURRENT COST AND PRICING DATA**

This is to certify that, to the best of my knowledge and belief, cost or pricing data (as defined in Section 15.801 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.804-2) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of _____ are accurate, complete, and current as of _____.

.**

FIRM: _____

NAME: _____

TITLE: _____

DATE OF EXECUTION: _____

* Identify the proposal, quotation, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP Number).

** Insert the day, month, and year when price negotiations were concluded and price agreement was reached.

*** Insert the day, month, and year of signing, which should be as close as practicable to the date when price negotiations were concluded and the contract price was agreed to.

List of Acronyms

ACSI	Amhara Credit and Savings Institution
AEMFI	Association of Ethiopian Micro-Finance Institutions
ANRS	Amhara National Regional State
ARARI	Amhara Regional Agricultural Research Institute
AWP	Annual Work Plan
BoA	Bureau of Agriculture
BSc	Bachelor's of Science
COP	Chief-of-Party
CPB	Cooperative Promotion Bureau
CS	Cooperating Sponsor
CTO	Cognizant Technical Officer
CWMO	Community Watershed Management Organization
CY	Calendar Year
DA	Development Agent
DAP	Development Activity Program
DevA	Development Assistance
DPPB	Disaster Prevention and Preparedness Bureau
DPPC	Disaster Prevention and Preparedness Commission
EARO	Ethiopian Agriculture Research Organization
ECAT	Extension Communications Advisor/Trainer/Curriculum Specialist
EWMA	Extension/Watershed Management Advisor
FAR	Federal Acquisition Regulations
FFW	Food for Work
FSPCO	Food Security Program Coordination Office
GFDRE	Government of the Federal Democratic Republic of Ethiopia
HA	Home Agent
HIV/AIDS	Human Immune Virus/Acquired Immune Deficiency Syndrome
HPN	Health, Population, Nutrition
IARC	International Agricultural Research Center
IR	Intermediate Result
IWDMT	Integrated Water Development Management Team
ISP	Integrated Strategic Plan
LLPPA	Local Level Participatory Planning Approach
MED	Micro-Enterprise Development
MEDA	Micro-Enterprise Development Advisor
MEDaC	Ministry of Economic Development and Cooperation
MFI	Micro-Finance Institution
MSc	Master's of Science
MSE	Micro/Small Enterprise
NGO	Non-Government Organization
PhD	Doctor of Philosophy
PMP	Performance Monitoring Plan

PVO	Private Voluntary Organization
R2D	Relief to Development
REMSEDA	Regional Micro and Small Enterprises Development Agency
RHPP SO	Rural Household Production and Productivity Increased Strategic Objective
RIT	Regional Implementation Team
SERA	Strengthening Emergency Response Abilities
SMS	Subject Matter Specialist
SOW	Scope of Work
SRA	Senior Research Advisor
TA	Technical Assistance
TMC	Technical management Committee
USAID	United States Agency for International Development